



DONATION REQUEST POLICY & APPLICATION

Since its inception, Tri-Gas & Oil Co., Inc. has contributed to and has been an active participant in numerous local charities for the benefit of our local communities and citizens. Tri Gas continues to serve the entire Delmarva Peninsula and in order to maximize the benefits Tri-Gas & Oil can give to the community, we are asking that this request be submitted.

Requests must be made at least **30 days** in advance of the event date.
All requests must be made in writing and mailed or faxed to:

***Tri-Gas & Oil Co., Inc.
PO Box 465
Federalsburg MD 21632
Fax: 410.754.9158***

Due to the large volume of requests received, please be sure to include the following:

- **Description/mission of the organization
(Brochures or an information packet are encouraged)**
- **Date, time, location and description of event, if applicable
(Brochures or an information packet are encouraged)**
- **Event purpose/beneficiary and amount hoped to be raised through this event, if applicable**
- **Donation request and how donation will be used**
- **Verification of 501(c) (3) non-profit status**
- **Contact name, telephone number and complete address**

Please fill out the information below and fax or mail at least four weeks in advance of your event date.

REQUESTING ORGANIZATION: _____

CONTACT NAME: _____ **PHONE:** _____

MAILING ADDRESS: _____

CITY STATE ZIP: _____

If donation is granted we may request that you pick up the donation.
Which Tri-Gas & Oil location/branch is most convenient to you? _____

Is this donation request in association with a particular event? **YES NO** _____

If so, give a description of the event. (I.e. Name, Date, Time, Location, # of People attending, Event Purpose/ Beneficiary, Amount hoped to be raised—Brochures or an information packet are encouraged)

What is your donation request? _____

How will this donation be used? ? _____

What is the deadline for receiving the donation item? (Four-week minimum) _____

Does the IRS classify requesting organization as a 501(c) (3) non-profit organization? **YES NO**

Has Tri-Gas & Oil Co. Inc. contributed to the requesting organization in the past? **YES NO**

If so, what item and when? _____

How will sponsors be promoted to the media? _____

Deadline for inclusion in printed materials? _____

Logos needed (include format): _____

Please give additional comments, directions or details we may need to know:
The undersigned hereby certifies that a) the information in this application and supporting documents are correct to the best of his/her knowledge; and b) the Internal Revenue Service 501 (c)(3) determination has not been revoked, cancelled, or modified; and c) funds will be used for the projects outlined in the application and agreed to by both parties.

SIGNATURE _____ **DATE** _____

Mail or fax to: Julie M. Thomas
Tri-Gas & Oil Co., Inc. PO Box 465, Federalsburg MD 21632 Fax: 410-754-9158

FOR OFFICE USE ONLY:		
APPROVED PICK UP	DENIED SIGNATURE	DATE FILLED DATE