

Builders.

Donation Request Guidelines

Builders works with local communities in an effort to help enhance the quality of life for all our neighbors. We receive many inquiries for donations and event participation and it is our desire to fulfill as many requests as we are able. While we cannot satisfy the needs of every request, we do our best to help as many charitable organizations as possible.

In order to honor the most requests possible, submissions must align with the following guidelines:

- › Requests must align with our focus of supporting our local communities.
- › A maximum of one request per organization will be honored per fiscal year.
- › All requests **MUST** be on your organization's letterhead **AND** attached to the proper donation request form.
- › The donations request application **MUST** be filled out in its entirety. All incomplete forms will be recycled.
- › Notice of all requests must be no less than 4 weeks prior to event or funding need.
- › All requests must be submitted by mail to:
Builders
Attn: Advertising Department-Donation
PO BOX 1895
Kearney, NE 68848

Builders offers charitable contributions to multiple non-profit organizations including:

- Wounded Warriors
- Boy Scouts of America
- Girl Scouts of America
- Habitat for Humanity
- National Guard
- Local School Districts

The volume of requests is significant and we are unable to respond to or support ALL submissions. If we are unable to provide any funding per your request, you will be notified within four weeks after the date that your request was received. Once received requests are reviewed by a committee of select members and are subject to approval or denial. Thank you very much for providing us with the opportunity to support your charitable cause.

*Builders reserves the right to refuse any submission.



Donation Request Application

All fields are required*

Date: _____

Organization or Group: _____

Tax Exempt 501 c3 #: _____

Address/City/State/Zip: _____

Event Name: _____

Event Location: _____

Event Date & Time: _____

Event Beneficiary: _____

Purpose of Donation: _____

Date Donation is Needed: _____

Contact Person Name: _____

Contact Person Phone & Email: _____

Has this organization received a donation from us in the past? Yes No Unsure

Please attach a written request on your organization's letterhead. Be sure to include the following:

- A brief overview of your organization.
- A description of the project or event for which the donation will be used.
- The date the donation is required.
- How Builders' contribution would be acknowledged at your event.
- Your organizations tax exempt (501 c3) number.
- The number of people expected to attend the event if applicable.

All requests must be submitted via mail to:

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*All requests must be submitted at least four weeks in advance.

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