



Contributions must be made to qualified organizations. Qualified organizations include Federal, state, and local governments (including school districts) and 501(c)(3) organizations organized and operated only for charitable, religious, educational, scientific, or literary purposes, or for the prevention of cruelty to children or animals. Checks will not be made out to individuals.

|   |  |  |
|---|--|--|
| 1 | Name of group volunteering                               |  |
| 2 | Volunteer Group Contact                                  |  |
| 3 | Contact (for above)<br>Phone Number & e-mail             |  |
| 4 | Charity you are working on behalf of (may be same as #1) |  |
| 5 | Charity Registration #<br>501(c)(3) # or similar         |  |
| 6 | Contact Person at Charity:                               |  |
| 7 | Phone Number and email of Charity Contact person         |  |
| 8 | Mailing Address of Charity                               |  |

**Payment Schedule:** This donation will be paid within 30 days upon receipt of a signed copy of this form **along with a copy of the organization's federal 501(c)3 determination letter or its equivalent.**

**Checks WILL NOT be cut to individuals.**

\_\_\_\_\_  
Authorized Representative (printed)

\_\_\_\_\_  
Authorized Representative signature

\_\_\_\_\_  
Date