

## **DONATION REQUEST GUIDELINES**

Thank you for your interest in asking Ferret.com to be part of your upcoming event. Due to the high volume of requests received, our organization has established the following guidelines and procedures to assist with donation requests relating to our potential involvement.

### **Guidelines**

Due to the large number of requests received, Ferret.com established a policy for donations. Non-profit 501C3 charitable organizations, churches and schools within the United States will be considered for donations, depending on the nature and scope of the event.

- Fundraisers to benefit individuals or families are generally not honored.
- Organizations should submit only one request per calendar year so that as many groups as possible can be accommodated.
- Merchandise donated by Ferret.com for charity events cannot be sold for profit.
- Use of the Ferret.com name, logo and trademarks and/or any advertising that implies support or sponsorship of an event by Ferret.com, TABCOM LLC or any of our sister sites, including but not limited to Fish.com, Dog.com, Bird.com, Groomers.com, 1800PetSupplies.com, Horse.com, StatelineTack.com, Garden.com, Camping.com must be approved in writing by TABCOM LLC.

It is highly recommended that your event not be centered on the anticipation of a donation from Ferret.com, which should be considered as a complimentary element to your function. Many requests may not be fulfilled due to the overwhelming number of requests we receive weekly.

### **Procedures**

1. **All requests must be submitted in writing on the organization's letterhead and be accompanied by a COMPLETED Donation Request Form (below) at least eight (8) weeks prior to the event. No telephone, faxed or e-mail requests will be accepted.**
2. All requests will receive an email of approval or denial 3 weeks before the event. Because of the number of requests the team receives, the fulfillment process can be lengthy. Please be patient.
3. Although our guidelines allow us to be generous with donations, submitting a request does not guarantee that your organization will receive a donation.
4. Event/Sponsorship promotions is a key component of donation requests. If your organization has requirements for donations for in-kind promotions, please include those guidelines and model your donation request to meet those requirements, if applicable.
5. Requests and donations forms must be mailed to the Ferret.com, attn: Donation Request, 1 Maplewood Drive, Hazle Township, PA 18202.

Please note that any donation requests that are received without the proper information, completed documentation, or are submitted too close to the event may not be honored, and we cannot guarantee a response in time.

It is the responsibility of the requesting organization to complete the form in its entirety and to submit supporting documentation as required and deemed appropriate for consideration for all donations.

**DONATION REQUEST FORM**

- Please type or print completely. **Completion of this form does not guarantee a donation.**
- Due to the high volume of donation requests, only those received at least eight (8) weeks prior to the event date will be considered. We wish you the best of luck with your upcoming event.

Event Day & Date \_\_\_\_\_

Organization \_\_\_\_\_

Organization Type: \_\_\_\_\_ Business \_\_\_\_\_ Charity \_\_\_\_\_ Church \_\_\_\_\_ Civic \_\_\_\_\_ School \_\_\_\_\_ Other

Non-Profit I.D. #: \_\_\_\_\_

Summarize the focus of your organization (i.e. shelter, school, healthcare): \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Email address \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact telephone \_\_\_\_\_

Event Name \_\_\_\_\_ Event Sponsor/Purpose \_\_\_\_\_

Event Location/ Address \_\_\_\_\_

Event description (Please be specific, who benefits, the cause, etc.): \_\_\_\_\_

Does your Organization own a website? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, Will a link to Ferret.com be added if we sponsor your event? Yes \_\_\_\_\_ No \_\_\_\_\_

What is the value of the product you are hoping for?: \_\_\_\_\_

Item to be used for (silent auction, raffle, door prizes, etc.) \_\_\_\_\_

Donation Shipping Address (P.O. Boxes cannot be accepted): \_\_\_\_\_

General Audience Size \_\_\_\_\_ Exhibit/Participant Audience size \_\_\_\_\_

Will there be pre-event advertising?

\_\_\_\_\_ Emails \_\_\_\_\_ Newsletters \_\_\_\_\_ Press Releases \_\_\_\_\_ Social Media \_\_\_\_\_ Radio/TV \_\_\_\_\_ Other  
(please explain) \_\_\_\_\_

How will Ferret.com be featured in pre-event advertising? \_\_\_\_\_

How will Ferret.com be featured at the event? \_\_\_\_\_

Please return completed form and written request on your organization's letterhead to:

**Ferret.com**  
attn: Donation Request  
1 Maplewood Drive  
Hazle Township, PA 18202

**Be sure to include:**

- This form
- An event introductory/description letter (on organization letterhead)
- A copy of your Non-Profit Certificate



**REQUEST FOR  
DONATIONS  
INFORMATION**