



# Donation/Charitable Contribution Request Form



We ask that all organizations requesting financial support from us to complete this questionnaire. We ask that you submit your request at least *two weeks in advance* of your event to allow for proper consideration. Completion of this form does not guarantee that Coeur d'Alene Honda/Powersports will be able to fulfill the request - we receive numerous requests each week . We appreciate the importance of your efforts and we do as much as we can to support our community.

### Request Information

Date of Request: \_\_\_\_\_ Date Funds Needed: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Legal Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Person Making Request: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

### Organization Information

Is this organization a 501-(c3) nonprofit agency? YES NO *Include proof of status.*

Is this donation tax deductible? YES NO \_\_\_\_\_%

Organizations primary mission: \_\_\_\_\_

Other than donations/sponsorships, what other ways have you raised funds for this cause: \_\_\_\_\_

\_\_\_\_\_

How will the funds be used? \_\_\_\_\_

Will there be advertisement or promotions featuring Coeur d'Alene Honda/Powersports? YES NO

Please describe: \_\_\_\_\_

\_\_\_\_\_

Is the requesting organization or person making request a customer? YES NO

Signature of person making request: \_\_\_\_\_

Internal Use Only: Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_  
Approved: Y N Signature: \_\_\_\_\_



## **Donation/Charitable Contribution Policy**

We receive many requests for donations on a weekly basis and unfortunately cannot satisfy all requests due to budget and resource limitations. We do, however, select the most appropriate recipients on a monthly basis and contribute to those organizations if budgeting allows. Applications are considered on a first come first serve basis and based on greatest need.

Coeur d'Alene Honda & Coeur d'Alene Powersports has identified child and youth protection and development as our primary area for donations and charitable contributions. We support entities and activities whose purpose is youth protection, care, support and education.

This policy ensures that our donations, sponsorships, volunteer activities, and in-kind services align with our charitable contribution goals.

Please Note: The following are **ineligible** to receive donations/contributions:

- Organizations outside the Coeur d'Alene area
- Labor, religious, fraternal and professional associations
- Individuals
- Travel and related expenses
- Adult sports/athletic groups and activities
- Marketing/promotional activities or merchandise
- Start-up funding for an organization(s)
- Research projects
- Multiyear requests

We give back to our local communities by supporting numerous organizations in the surrounding area.

**Please make all requests in writing using the contribution request form. Complete ALL fields of the request so that it may be considered with the others received.**

### **Thank You**

Fax requests to: 208-415-5050, Attn: Office Manager  
Or mail requests to: 2745 W Seltice Way, CdA ID 83814