



Donation Request Form

One of Greenheck Group's values is making a difference in the community. The company encourages employees to be involved in projects that advance the betterment of the organization and foster positive change in their local communities.

One way we support our communities is through monetary donations. The company strives to donate these funds to those organizations most meaningful to its employees demonstrated by the active involvement of themselves and/or immediate family members.

Please complete entire form and email to donations@greenheck.com along with any supporting documentation.

Note: Donations are reviewed on a monthly basis so please allow 4 – 6 weeks for approval and payment process.

Your Information

Name: _____ Phone #: _____
Current employee of Greenheck Group?: Yes ☐ No ☐
Job Title: _____
Department: _____ Plant/Location: _____

Details on Donation Being Requested

☐ Monetary ☐ Company Store Merchandise ☐ Advertising ☐ Other
Amount Requested: _____ Date Donation Needed: _____
If monetary donation approved, return check to: ☐ Employee ☐ Mail to Organization
Make out check to: _____
Mailing address: _____
Event Date (if applicable): _____ Tax Exempt #: _____
Clearly state what donation will be used for: _____

Check box(es) and explain how you are involved with organization: (complete as many as applicable)

☐ Volunteer: (eg. Volunteer at event, assist with fundraising, sell concessions, etc.)

☐ Family Involvement: (eg. Child's sport, spouse is involved) _____
☐ Leadership Role: (eg. Coach, Board of Directors, committee chair) _____
☐ Other: _____
Employee Signature: _____ Date: _____
Donations Committee Approval Signature: _____ Date: _____