

**NONPROFIT/CHARITY  
PREAPPROVAL AND REQUEST FORM  
DONATION**



**Preapproval requests must be received no later than March 1<sup>st</sup>.  
Any requests received after March 1<sup>st</sup> will not be considered.**

**ORGANIZATION INFORMATION**

Contact Name: \_\_\_\_\_  
Organization Name: \_\_\_\_\_  
Year Established: \_\_\_\_\_  
Federal Tax Exempt No.: \_\_\_\_\_  
(Required) - \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, & Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Primary Email: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_  
Website: \_\_\_\_\_

Have we donated to your organization before?     Yes     No  
Type of Support Request:     Sponsorship     Product Donation  
 Other: \_\_\_\_\_

**REQUESTOR CONTACT INFORMATION**

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_  
Cell/Other Phone: \_\_\_\_\_  
Title/Relationship to  
Organization: \_\_\_\_\_

**EVENT DETAILS**

Event Name: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
Event Location: \_\_\_\_\_  
Event Sponsor: \_\_\_\_\_  
Event Description: \_\_\_\_\_  
Number of People Attending: \_\_\_\_\_  
Donations will be used for:     Live Auction     Silent Auction     Raffle  
 Door Prize     Other \_\_\_\_\_

Comments: \_\_\_\_\_

**DONATION PROJECTION INFORMATION** (attach additional sheet if necessary)

Size	# of Boys/Mens	# of Girls/Ladies	Gears Preferred?	Total Requested
12"	_____	_____	N/A	_____
16"	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
20"	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
24"	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
26"	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
28"	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Beach Cruiser	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

**Note: Dynacraft has the right to determine the item(s) that you will receive.  
All donations are subject to availability.**

Additional Notes: \_\_\_\_\_

Date Needed by: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (MM/DD/YY)

Earliest Pick-up / Ship Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (MM/DD/YY) Window:  8AM-11AM  1PM-4PM /  T-W  TH-F

Special Pick-up Instructions: Pallet(s) Required?  Yes  No

Other: \_\_\_\_\_

Referred By: \_\_\_\_\_

Please enter the contact name of the person at this organization that suggested you submit this preapproval form. Leave blank if no one referred you.

Please fully complete this form.

**Return with a copy of the organization's IRS *affirmation letter* confirming current tax-exempt status, including tax-exempt certificate number for 501(c)(3). Please include any informational material about the organization and/or event (flyer, brochure, etc.) to:**

Email: [npo@dynacraftwheels.com](mailto:npo@dynacraftwheels.com) or Fax: 707-603-1599

**Note: You must be preapproved each calendar year to participate in our non-profit/charitable product donation program. You will be contacted with your approval status. If you are not approved to participate in the current year's non-profit purchase program, feel free to apply again in the new calendar year. Preapproval requests for charitable product donations must be received by March 1<sup>st</sup>. Any requests received after March 1<sup>st</sup> will not be considered. There are no exceptions. All donation requests are subject to availability.**

**If you are preapproved, you must confirm the quantities requested in your projections by contacting Dynacraft, no later than July 1<sup>st</sup>. There are no exceptions. It is your responsibility to ensure that your preapproval request is received and that your application is complete.**

**For internal use only**

Non-profit approved:  Yes  No Date: \_\_\_\_\_ By: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_