



CHARITABLE DONATION REQUEST FORM

All of the following information is required in order for Miele Manufacturing and Pennsylvania Skill to consider your request.

Date: _____ Organization: _____

Organization's Contact Person: _____ Title: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Is this a 501c3 IRS approved charity? Yes No Your IRS issued EIN number: _____

Who referred you to apply? _____

Please make sure your proposal includes the following information:

- A description of your organization, including its mission and major accomplishments
- A copy of the letter from the IRS stating your organization's 501(c) status, if applicable
- A list of key staff and titles and current Board of Directors including officer status, if applicable.

Contact person's relationship to your organization: Employee Volunteer Paid Worker Fund Raiser

Please be specific regarding the donation you are seeking: Monetary \$ _____

By what date do you need the contribution?* _____

***Please submit no less than 30 days before contribution is needed. Incomplete or late proposals may not be considered.**

What services does your organization provide? _____

How will this donation be used? _____

What, if any, advertising/recognition will Pennsylvania Skill receive? _____

What percentage of the donation will be used to help low to moderate income individuals or families? _____

In what cities/counties does your organization provide services? _____

Please provide your organization's website and social media addresses: _____

To whom should the check be made payable to? _____

Signature of Organization's Officer: _____



CHARITABLE DONATIONS POLICY

Miele Manufacturing and Pennsylvania Skill (PA Skill) is committed to supporting causes that improve communities and quality of life for the residents of the Commonwealth of Pennsylvania.

All parties requesting financial support from PA Skill must complete a Charitable Donation Request form. The completed form should fully explain the nature of the contribution being sought and include all requested documentation. The Charitable Donation Request form is available at www.mielemfg.com; all required documentation should be submitted to PA Skill following the directions provided below.

Contributions Policy

- The organization must also be a 501(c)(3) or non-profit organization.
- Requests should be submitted at least 30 days prior to the event to give proper time to evaluate the request.
- Complete proposals include a description of the organization, its mission and major accomplishments, and a list of current board members and key staff.
- Nonprofit organizations should submit their tax-exempt letters from the Internal Revenue Service with their contribution requests.
- Complete proposals will be considered monthly by the Charitable Donations Committee.
- Incomplete proposals or those with deadlines within 30 days of submission may not be considered.

Preferential consideration is generally given to requests where the following apply:

- The recipient is a local community organization in the Commonwealth of Pennsylvania
- Money donated will be spent in Pennsylvania
- Money donated will directly benefit the residents of Pennsylvania
- Money donated will benefit a significant group of people (as opposed to a single person).
- PA Skill receives recognition for its donations.

PA Skill does not make charitable donations to for-profit organizations.

By accepting a donation from Miele Manufacturing and PA Skill, your organization gives permission for PA Skill to use your logo and name for marketing and other purposes approved by the company.

Completed Charitable Donation Request applications and supporting documentation may be submitted by mail or email. Please direct all questions regarding PA Skill's Charitable Donations Policy to Nicole Miele.

Miele Manufacturing – Pennsylvania Skill
Attn: Charitable Donations Request
535 East Third Street
Williamsport, PA 17701

Nicole.miele@icloud.com
570-323-1434

[Pennsylvania Skill](http://www.MieleMFG.com)
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