

Employee Donation Program Request Form

Part I: Donor Information	
Donor's Name	
<p>Please indicate the type of program you would like Hargis to support.</p> <p>Submit your completed form and proof of payment/participation to your supervisor for approval, and then with your monthly expense report to Brad Slatton. Forms must be submitted by the 5th of the month following the event/donation. Any form turned in after the 5th of the month following the event/donation will not be eligible for the donation program. For eligible non-profits visit Charitable Navigator.</p> <p>Hargis will donate up to \$100 per calendar year of each employee's personal donation of time or monetary gift.</p>	
<p>Type of Request</p> <p>Monetary Donation <input type="checkbox"/> (1:1, min \$25, max \$100)</p> <p>Volunteer Service <input type="checkbox"/> (2hours = \$25 min, 2 hour increments up to 8 hours/\$100 max)</p> <p>Walk/Run Participation <input type="checkbox"/> (\$100 max)</p> <p>Green Commuter Time <input type="checkbox"/> (2hours = \$25 min, 2 hour increments up to 8 hours/\$100 max)</p>	
Part II: Benefactor Information	
Organization Name	
Organization Tax ID No.	
Address	
Web Site Address	
Date of Service/ Event/ Green Time/ Donation	commuter activity (if applicable) green
Hours Served/Green Time/ Donation Requested	hours (if applicable) \$
<p><i>If volunteer service donation, please provide the name/ phone number of someone who can verify your participation.</i></p>	
Your Signature _____	Date _____
Part III: Supervisor Approval	
Signature _____	Date _____

