



# DAYTON METRO LIBRARY

## Donation Request Guidelines/Form

As an active community partner, Dayton Metro Library participates in many special events through the donation of auction items, raffles, door prizes, etc. One of more of the following criteria must be met in order to be considered:

- ◆ The requesting organization is a nonprofit or demonstrably serves a community need.
- ◆ The requesting organization’s mission is aligned with the mission of Dayton Metro Library.
- ◆ A full-time DML staff member or trustee is an active volunteer with the nonprofit (as a board member, lead volunteer with over 1 year of service, etc.).
- ◆ The use of DML branded items for the requesting organization will not reflect poorly upon the Library or its mission.

### Donation Request Form

*Requests must be received by the External Relations Department at least 45 days in advance of the event. Donation packs will be sent to the nearest branch within 7 days of final approval.*

Requesting Organization: \_\_\_\_\_

Requester’s Name: \_\_\_\_\_

DML staff member’s name/connection to organization: \_\_\_\_\_

DML staff member’s number of years affiliated with organization: \_\_\_\_\_

Purpose of event? How will the donation be used? \_\_\_\_\_

How will the Library be acknowledged? \_\_\_\_\_

Special notes/requests: \_\_\_\_\_

*In 2018, the DML donation pack is a branded soft-sided picnic basket filled with various items.*

#### FOR OFFICE USE ONLY

DML Manager Approval (name) \_\_\_\_\_ Date \_\_\_\_\_

Received by External Relations \_\_\_\_\_ Approved  Denied

Date Items Sent \_\_\_\_\_ Acknowledgement Received \_\_\_\_\_ Closed \_\_\_\_\_