

Thank you for thinking of Celina Tent Inc. as a worthy champion of your cause. Every Celina Tent team member cares deeply about the community and supports our goal, which is to provide you with the highest quality product at the most affordable price.



**Please take a moment to review the guidelines to the program.**

We try to give out as many products as possible to non-profit organizations. Please understand that even following our donation guidelines to the letter does not guarantee you will receive a donation. All donation requests are processed at the end of each month. Unfortunately, we are not able to contact every organization about donation declines due to the number of requests we get each month.

### **Donation Request Guidelines**

Donations are an important aspect of Celina Tent Inc.'s community involvement. We appreciate your compliance with the guidelines below.

1. All donation requests must be received at **LEAST ONE MONTH** prior to the requested ship/pick up date. There are no exceptions.
2. We have the right to determine the product that you will receive. We try to accommodate your needs, but realize we do have limitations.
3. Celina Tent Inc. donates one time per calendar year to an organization.
4. Your tax-exempt certificate number (501c3) is required for our records for each request submitted.
5. We only ship to physical addresses, not P.O. Boxes.

*Thank you for taking the time to review our Donation guidelines.*



419-586-3610



419-584-0949



5373 State Route 29 • Celina, OH 45822

Contact Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Federal Tax Exempt #: \_\_\_\_\_  
(required)

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Date donation item is needed: \_\_\_\_\_  
(a one month advanced notice is required for all donation requests)

Information about Event and how the proceeds will be used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of people attending: \_\_\_\_\_

What product would you like donated to your event, if possible: \_\_\_\_\_

*Please print and fully complete the form. Mail or Fax to:*

Celina Tent Inc.  
Attention: Donations  
5373 State Route 29, Celina, Ohio 45822-9210  
Fax: 419-584-0949 Attention: Donations

