



## **Donation Drive Form**

Please complete this form if you are interested in organizing a donation drive for Veterans Inc.

***Thank you for thinking of Veterans Inc. and the heroes we serve!***

***Please return completed form to:***

Veterans Inc., Attn: Marketing & Communications, 69 Grove St, Worcester, MA 01605

Email: [Donationdrives@veteransinc.org](mailto:Donationdrives@veteransinc.org) Fax: (508) 752-0402

For questions, please call (508) 791-1213 x1140

**PLEASE NOTE:** *This form needs to be approved before starting a donation drive for Veterans Inc. Donation drives can take up to two business days to be approved.*

### **Contact Information (please print or type)**

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

Company : \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax: \_\_\_\_\_

### **Donation Drive**

Please check all that apply:  Clothing Drive  Food Drive  Toiletry Drive  Other

If other, please explain:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Location: \_\_\_\_\_

Once approved, a copy of this form will be returned to the contact. If you wish to design or use any **printed materials** to promote your donation drive (i.e.: flyers, posters, brochures) featuring the Veterans Inc. logo, they **must be approved by the Marketing & Communications Department at Veterans Inc.**

When your drive is complete, please coordinate with the Marketing & Communications Department regarding a date & time to drop off all items at our headquarters, located at 69 Grove St in Worcester, MA. Photo opportunities are available upon request.

**Day of drop off:** Check in with our Command Post and they will be able to assist you with bringing items into the building and signing our donation log to ensure that you will receive a thank you letter, which will include our Tax ID number.

### **Veterans Inc. Office Use ONLY**

Staff Approval: \_\_\_\_\_ Date: \_\_\_\_\_