



REQUEST FOR DONATIONS INFORMATION

DONATION REQUEST GUIDELINES

Thank you for your interest in asking Bird.com to be part of your upcoming event. Due to the high volume of requests received, our organization has established the following guidelines and procedures to assist with donation requests relating to our potential involvement.

Guidelines

Due to the large number of requests received, Bird.com established a policy for donations. Non-profit 501C3 charitable organizations, churches and schools within the United States will be considered for donations, depending on the nature and scope of the event.

- Fundraisers to benefit individuals or families are generally not honored.
- Organizations should submit only one request per calendar year so that as many groups as possible can be accommodated.
- Merchandise donated by Bird.com for charity events cannot be sold for profit.
- Use of the Bird.com name, logo and trademarks and/or any advertising that implies support or sponsorship of an event by Bird.com, TABCOM LLC or any of our sister sites, including but not limited to Fish.com, Ferret.com, Dog.com, Groomers.com, 1800PetSupplies.com, Horse.com, StatelineTack.com, Garden.com, Camping.com must be approved in writing by TABCOM LLC.

It is highly recommended that your event not be centered on the anticipation of a donation from Bird.com, which should be considered as a complimentary element to your function. Many requests may not be fulfilled due to the overwhelming number of requests we receive weekly.

Procedures

1. **All requests must be submitted in writing on the organization's letterhead and be accompanied by a COMPLETED Donation Request Form (below) at least eight (8) weeks prior to the event. No telephone, faxed or e-mail requests will be accepted.**
2. All requests will receive an email of approval or denial 3 weeks before the event. Because of the number of requests the team receives, the fulfillment process can be lengthy. Please be patient.
3. Although our guidelines allow us to be generous with donations, submitting a request does not guarantee that your organization will receive a donation.
4. Event/Sponsorship promotions is a key component of donation requests. If your organization has requirements for donations for in-kind promotions, please include those guidelines and model your donation request to meet those requirements, if applicable.
5. Requests and donations forms must be mailed to the Bird.com, attn: Donation Request, 1 Maplewood Drive, Hazle Township, PA 18202, or emailed to Donations@Bird.com.

Please note that any donation requests that are received without the proper information, completed documentation, or are submitted too close to the event may not be honored, and we cannot guarantee a response in time.

It is the responsibility of the requesting organization to complete the form in its entirety and to submit supporting documentation as required and deemed appropriate for consideration for all donations.



REQUEST FOR DONATIONS INFORMATION

DONATION REQUEST FORM

- Please type or print completely. **Completion of this form does not guarantee a donation.**
- Due to the high volume of donation requests, only those received at least eight (8) weeks prior to the event date will be considered. We wish you the best of luck with your upcoming event.

Event Day & Date _____

Organization _____

Organization Type: _____ Business _____ Charity _____ Church _____ Civic _____ School _____ Other

Non-Profit I.D. #: _____

Summarize the focus of your organization (i.e. shelter, school, healthcare): _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Fax _____ Email address _____

Contact Name _____ Contact telephone _____

Event Name _____ Event Sponsor/Purpose _____

Event Location/ Address _____

Event description (Please be specific, who benefits, the cause, etc.): _____

Does your Organization own a website? Yes _____ No _____

If Yes, Will a link to Bird.com be added if we sponsor your event? Yes _____ No _____

What is the value of the product you are hoping for?: _____

Item to be used for (silent auction, raffle, door prizes, etc.) _____

Donation Shipping Address (P.O. Boxes cannot be accepted): _____

General Audience Size _____ Exhibit/Participant Audience size _____

Will there be pre-event advertising?

_____ Emails _____ Newsletters _____ Press Releases _____ Social Media _____ Radio/TV _____ Other

(please explain) _____

How will Bird.com be featured in pre-event advertising? _____

How will Bird.com be featured at the event? _____

Please return completed form and written request on your organization's letterhead to:

Bird.com
attn: Donation Request
1 Maplewood Drive
Hazle Township, PA 18202

Be sure to include:

- This form
- An event introductory/description letter (on organization letterhead)
- A copy of your Non-Profit Certificate