

SCSC Patch Thrift Shop

90-day Request for Merchandise Donation



Date:

POC (Name and role within your organization):

POC Phone #:

POC Email:

Project / Event / or Name of Charity:

Address (APO if applicable):

Organization's Physical location:

Name and Title of President, Principal, Commander or equivalent of your organization:

Phone #:

Email:

1) What is the purpose of your organization?

2) Briefly explain your request for merchandise. What type and quantity of merchandise are you requesting? (Please be specific.) Include who or what organization will benefit from the ultimate receipt of the merchandise.

3) Is the merchandise intended for resale? Explain.

4) Is this a one-time request or a request for continued and ongoing donations? Explain.

5) Are you requesting donations from other sources? If yes, please provide details. If no, please explain why the SCSC Thrift Shop should be the sole source of donations.

6) If request is granted, how will your organization collect the merchandise? Who is authorized to pickup? Include name and contact information.

7) If granted, how will your organization credit the SCSC Thrift Shop's contribution?

Merchandise requests will expire after 90 days. Existing requests will need to be re-submitted every 90 days and/or at the beginning of the new board year (June) to continue receiving merchandise. Please submit request by the 20th day of the month by email to: scsc.thriftshopmanager@gmail.com

For Staff use only

Date submitted in person: _____

Staff initials: _____

Approved _____

Denied _____

Completed _____