

## DONATION REQUEST FORM (COVID)

Please allow 3-5 business days after submission for us to review and process your request. We ask that you carefully review our Donation Guidelines prior to submitting a Donation Request Form. Items that do not meet the guidelines may not be accepted.

**Although we would love to, unfortunately we are unable to accommodate every request due to limited storage space.** Please keep in mind that submitting a request does not guarantee approval.

If you have any questions or trouble completing this form, please reach out to Volunteer Services by contacting [TMCVolunteerSpecialEvents@memorialhermann.org](mailto:TMCVolunteerSpecialEvents@memorialhermann.org) or 713-704-4141.

<b>Name of Group</b>			
<b>Point of Contact Full Name</b>			
<b>Best Contact Number</b>		<b>Email Address</b>	
<b>Mailing Street Address</b>			
<b>City, State &amp; Zip Code</b>			

<b>Are all items you are interested in donating brand new and in original packaging?</b>		
<b>What type of items are you interested in donating?</b>	<input type="checkbox"/> Crafts/Activities	
	<input type="checkbox"/> Toys/Stuffed Animals	
	<input type="checkbox"/> Books/Games	
	<input type="checkbox"/> Clothing/Hospitality Supplies	
	<input type="checkbox"/> Toiletries	
	<input type="checkbox"/> Other: _____	
<b>What is the approximate monetary value of your donation?</b>		
<b>Would you like to tax acknowledgment for your charitable donation?</b>		

Once your request form has been received and reviewed, you will receive a confirmation email with donation drop off instructions.

**Drop off can be scheduled during donation hours of Monday- Friday from 9:00AM – 4:00PM.** In order for us to ensure that someone is ready and available to receive your donation, we ask that you make a drop off appointment. Please specify your top three date and time preferences below.

Toys or kits to distributed should be dropped off at least 2 weeks prior to event date in order for us to properly quarantine the items prior to distribution.

Preferred Drop-Off Date	Preferred Drop-Off time
• 1 <sup>st</sup> Choice -	
• 2 <sup>nd</sup> Choice -	
• 3 <sup>rd</sup> Choice -	

**As representative of the above named organization, I have read the "Requirements for Visiting Groups and Special Events" and affirm my group's willingness to adhere to these guidelines.**

<b>Date</b>		<b>E-Signature</b>	
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Please email this form to: [TMCVolunteerSpecialEvents@MemorialHermann.org](mailto:TMCVolunteerSpecialEvents@MemorialHermann.org)

If you have any questions, please call 713.704.4141. Please note that submitting an application does not guarantee acceptance. Please submit at least 3-4 weeks prior to desired event date. Refer to our Donation Guidelines for additional information and requirements.