



DONATION REQUEST GUIDELINES

Raymond Geddes & Company, Inc. is committed to supporting schools and organizations that help improve the lives of the youth.

We have established the following guidelines and procedures because of the volume of donation requests we receive. All guidelines and procedures must be followed for Raymond Geddes & Company, Inc. to consider a donation.

All donation requests will be for merchandise only. Any requests for monetary donations will not be accepted at this time.

Guidelines:

Please review the guidelines below. Only donation requests that meet following rules and regulations will be considered:

- Only Non-profit 501(c)(3) charitable organizations, churches and schools within the United States will be considered for donations.
- Donation requests to benefit individuals or families are not typically considered.
- Organizations should limit their requests to once per calendar year so that the applications of as many groups as possible can be considered.
- Merchandise donated by Raymond Geddes & Company, Inc. cannot be sold for profit.
- Use of the Raymond Geddes & Company, Inc. name, logo and trademarks and/or any advertising that implies support or sponsorship of an event by Raymond Geddes & Company, Inc. must be approved in writing by Raymond Geddes & Company, Inc.

Procedures:

1. All requests must be submitted in writing on your organization's letterhead and be accompanied by a COMPLETED Donation Request Form (below).
2. Donation requests that have been approved will receive an email notification. Because of the number of requests we receive, the fulfillment process can be lengthy. Please be patient.
3. Submitting a request does not guarantee that your group or organization will receive a donation.



4. Raymond Geddes & Company, Inc. can sponsor events. If your organization has requirements for donations, please include those guidelines and model your donation request to meet those specific requirements when applicable. Please submit donation requests for events months in advance.
5. Completed requests and donation forms must be mailed or emailed to the address on the form below.

Please complete the following form in its entirety and to submit supporting documentation as required for donation consideration. Failure to supply Raymond Geddes & Company, Inc. with complete and proper information may result in the dismissal of your request.



GEDDES

School Supplies & Student Incentives | Since 1924

Organization's Name: _____

Name and Title of Requestor: _____

Organization's Address: _____

Suite, Building, Floor: _____

City, State, Zip: _____

Organization's Phone#: _____

Phone#2: _____

Requestor's Email: _____

Organization's Website: _____

Organization's Customer Number: _____

Describe your organization and its purpose.

Describe the event, program or other purpose for this donation request, including how the donation will be used and who will benefit from it.



Please allow 2-4 weeks to process your request.

All applications must include a 502(c)(3) determination letter.

Email application to: donations@raymondgeddes.com

Or mail to:

Raymond Geddes & Company, Inc.
Donations
7110 Belair Rd. Suite 200
Baltimore, MD 21206

All mailed requests must include a self-addressed stamped envelope.

Notification of donation acceptance:

Organizations accepted to be a recipient of a Raymond Geddes & Company, Inc. donation will be notified. Due to the volume of requests Raymond Geddes & Company receives, we are unable to notify those who will not be receiving assistance.