



EMERGENCY DISASTER RELIEF DONATION FORM

Disaster Type:		Date:	
Disaster Location:		District:	

This emergency donation fund has been setup to address immediate disaster relief only. Donations are to be made to established nonprofit organizations (e.g. **Salvation Army**) or the local **Fire Dept, Police Dept, City, County or State Emergency Management Agency**.

How to Process This Request:

Stores must submit the following to their Foundation Field Manager to cover donations released to nonprofits or government agencies for immediate disaster relief. A gift card will be mailed directly to the Store Manager.

- Completed Emergency Disaster Relief Donation form with a copy of the quote and the organizations' 501c letter, 9 Digit Federal EIN Number, or W9 form if working with municipal organization.

Note: This is the only time The Home Depot Foundation will release funds directly to the store on behalf of a nonprofit.

Guidelines

- Immediate disaster relief supplies consist of tarps, trash bags, gloves, water, etc. No heavy equipment unless pre-approved by your Foundation Field Manager.
- Associates impacted by the disaster should be directed to the Homer Fund.
- Individuals requesting donations should be directed to American Red Cross, Salvation Army, or FEMA.
- This donation request form is not valid once the disaster has been declared over.

STORE INFORMATION: MUST BE COMPLETED IN FULL

Request Date:	Donation Amount:
Store #:	Store Manager:
Region:	District Manager:
Requested By:	

NONPROFIT ORGANIZATION INFORMATION: MUST BE COMPLETED IN FULL

Organization Name:	Contact Name:
Contact Email Address:	501(c)(3) Tax-exempt Number:
Mailing Address (no P.O. Box):	City/State/Zip:
Contact Phone # (state if office or cell #):	

FOUNDATION FIELD STAFF

<p><u>Northern Division</u> Courtney Smith Courtney_Smith@homedepot.com 770-433-8321 (Office) Ext. 83409 877-981-2554 (Fax)</p>	<p><u>Western Division</u> Ryan Braddy Ryan_Braddy@homedepot.com 770-384-3833 (Office) 877-981-2551 (Fax)</p>	<p><u>Southern Division</u> Sean Vissar Sean_Vissar@homedepot.com 770-384-4180 (Office) Ext. 14180 877-959-1036 (Fax)</p>
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