

CHARITABLE DONATION REQUESTS

Since 1928, we at Collins Electric believe in giving back to the communities that have given to us. We receive a large volume of requests for sponsorship each year. As a result, if you would like to request support for your organization or for an event, we ask that you submit a written request on the non-profit organization's letterhead at least 90 days prior to the event.

The request should include the following: name of the organization, mission, date and location of event or program, contact person, phone number, email address and the type and amount of funding or gift in kind being requested. Also please be sure to include your **Non-Profit Tax ID Number**. *Without the tax ID number, we will not be able to consider your request.* Although we are honored to receive many charitable requests, unfortunately we are not able to support them all. A response to your request will be sent via email within 35-40 business days. Due to the heavy volume of requests received we are unable to confirm the status of every request via telephone.

Requests can be mailed directly to the attention of Melissa Flores, Collins Electrical Company, Inc., 3412 Metro Drive, Stockton, CA 95215.