



FORM DUE NO LATER THAN DECEMBER 15, 2017 @ 4:30PM

Email: leon@poverellohouse.org

Poverello House Agency Contract/ Toy Request Form

(Please initial after each rule and sign and date at the bottom.)

Rules and Regulations

1. I represent a nonprofit 501 (c)3 organization. _____
2. I understand that there is no guarantee all requests for my toy order will be filled. _____
3. I understand that Poverello House will determine which requests will be filled first. _____
4. I understand that my organization needs to have a primary contact. _____
5. I understand that if my organization wants to participate, we must meet all criteria. _____
6. When dealing with any form of media, you must specify that the toys were provided by the Poverello House. _____
7. I understand that once I leave with my toys, Poverello House is NOT responsible for toys that are misplaced, damaged or miscounted. _____

On behalf of the Organization noted, I agree to abide by the Program Guidelines.

Organization Name AND 501 (C)3 #: _____

PLEASE PRINT ONLY

Organization Physical Address: _____

Organization Mailing Address: _____

PRIMARY CONTACT

First and Last Name

Signature and Date

Title of Position

Cell #

E-mail Address

ALTERNATE CONTACT

First and Last Name

Signature and Date

Title of Position

Cell #

E-mail Address

NUMBER OF TOYS REQUESTED: AGES BOYS GIRLS

NOTE: There is NO guarantee that all requests for toy orders will be filled completely!

0-3 _____

4-7 _____

8-13 _____

Total: _____

Grand Total: _____