



# TELL US

## DONATION REQUEST

### In Latham since 1987

Our day spa has served the Capital District and beyond. We have been active fundraisers for causes which benefit many members of our community.

### Kimberley's Passion

For many years, Kimberley's has devoted itself to the Children's Hospital at Albany Medical Center. We have raffled off Days of Beauty, prepared and delivered Halloween goodie bags to children in the hospital and volunteered at Dancing in the Woods and other events. It remains our primary focus.

We review donation requests from organizations throughout the Capital District, with a strong emphasis on non-profit organizations that meet our charitable contribution guidelines. Our regular clients' requests are always considered.

### Guidelines for Donations

We only give to organizations that are tax exempt under Section 501(c)3 and have valid tax exempt certificates. We make 1 donation per month.

#### We cannot give to:

- Organizations without a non-profit status
- Individuals
- Political organizations, campaigns or candidates
- Religious groups
- Lobbying groups
- Advertising in programs, bulletins, yearbooks or brochures
- Athletic activities, i.e. golf tournaments
- Travel funding
- Volunteer recognitions
- School fundraising

### How to apply for a donation

Complete this form and return it to Kimberley's. We need a **minimum** of 6 weeks notice prior to an event. We will contact you **ONLY** if we will be donating.

### about your organization

1. Name of your organization:
2. Is it a 501(c)3? (submit copy of tax exempt certificate)
3. Has the organization received a donation from Kimberley's A Day Spa in the past?
4. Your relationship to the organization:
5. Organization's Executive Director:

### about the donation

1. The event at which the donation will be used:
2. The event's goal:
3. What will the donation be used for?  

Auction	Prize	Other:
---------	-------	--------
4. Recognition to donors (at the event, prior, subsequent, etc.)

### logistics

1. Date and time needed:
2. Who will pick it up?
3. Your name, phone and e-mail:
4. Today's date:

Kimberley's A Day Spa Ltd.  
 982 New Loudon Road, Latham, NY 12110  
 518.785.5868

Please allow 4 to 6 weeks  
 for a decision on your donation request.  
 WE will contact you.