NOURISHPHX

Community Drive Interest Form

NourishPHX | 501 S. 9th Avenue, Phoenix, AZ 85007
602-775-5740 | NourishPHX.org
Return completed form to info@nourishphx.org

Thank you for your interest in hosting a drive for NourishPHX! Please complete this form and email it to **info@nourishphx.org at least 3 weeks before your drive begins**. A member of our team will follow up to confirm your dates, delivery plan, and any marketing materials you request.

1. CONTACT INFORMATION

Contact Name

Company / Organization (or "Individual")

Email Address

Additional Email Address (optional)

Phone Number

Company / Organization Address

2. TYPE OF DRIVE (SELECT ALL THAT APPLY)

- ☐ Toy Drive
- ☐ Clothing Drive
- ☐ Food Drive
- ☐ Turkey Drive (monetary)
- ☐ Purse Drive
- ☐ Back to School Drive
- ☐ Hygiene Drive
- ☐ Diaper Drive
- ☐ Other:

3. DRIVE DATES

Drive Start Date

Drive End Date

Target Delivery / Pick-Up Date

4. DELIVERY PLAN & DONATION GUIDELINES

Drop-off is preferred. NourishPHX, **501 South 9th Avenue, Phoenix, AZ 85007**. Please use the **West Volunteer Gate** and ring the buzzer for entrance.
Drop-off hours: Monday - Friday, 9:00 a.m. - 2:00 p.m.
Pick-up with our box truck is available only for **large quantities** located **within 20 miles** of NourishPHX.

We are unable to accept: expired food, car seats, cribs, or items generally larger than a microwave. Thank you for helping us keep donations safe and usable for our neighbors.

How will donations get to NourishPHX?

- ☐ We will drop off at NourishPHX
- ☐ Requesting a pick-up (large quantity, within 20 miles)

Estimated size of donation:

- ☐ Small: fits in a car (1-10 boxes/bags)
- ☐ Medium: SUV/van load (11-25 boxes/bags)
- ☐ Large: pallet(s) or 25+ boxes; box truck needed

Estimated # of boxes / bags / pallets

Brief description of items

If requesting a pick-up, please complete:

Pick-Up Address (must be within 20 miles of NourishPHX)

Requested Pick-Up Date

Preferred Time Window

On-Site Contact Name & Phone

Loading notes (loading dock, stairs, parking, gate codes, etc.)

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5. MONETARY DONATIONS & DONATION RECEIPTS

Prefer to give funds instead of (or in addition to) items? Monetary gifts can be applied to any of the drives below and help NourishPHX purchase what our neighbors need most. **NourishPHX is a 501(c)(3) tax-exempt, qualified charitable organization (EIN 86-0401223)**; donations are tax-deductible to the extent allowed by law. NourishPHX is also an **Arizona Qualifying Charitable Organization (QCO Code 20385)**, so eligible Arizona taxpayers may also qualify for the Arizona Charitable Tax Credit. Please consult your tax advisor. A written acknowledgment will be provided for your records.

☐ We plan to make a monetary donation

Apply my monetary donation to (select all that apply):

☐ Turkey Drive ☐ Toy Drive ☐ Food Drive
☐ Diaper Drive ☐ Hygiene Drive ☐ Back to School Drive

Estimated Amount ($) | **Payment Method (check, online, company match, etc.)** | **Name for Tax Receipt**

Checks may be made payable to **NourishPHX** and mailed to P.O. Box 2225, Phoenix, AZ 85002-2225, or donate online at **NourishPHX.org**.

☐ I need a donation receipt for my in-kind (non-cash) donation

Please note: NourishPHX does not place a value on in-kind donations. Determining the value of donated items is the responsibility of the donor and their tax advisor.

Name / Organization for In-Kind Receipt | **Email Receipt To**

6. MARKETING FLYERS, LOGO & DONATION BOXES (OPTIONAL)

Would you like a NourishPHX flyer to promote your drive? Check each flyer you would like us to send. Flyers are provided digitally as a PDF by email.

☐ Toy Drive ☐ Clothing Drive ☐ Food Drive
☐ Turkey Drive (monetary) ☐ Purse Drive ☐ Back to School Drive
☐ Hygiene Drive ☐ Diaper Drive

Email flyers / logo to (if different from above)

☐ If you would like the NourishPHX logo for your marketing, please check here

Logo usage: *NourishPHX must review and approve any materials that use our name or logo before they are shared. Please do not alter the logo's colors or proportions, and use it only to promote your NourishPHX drive.*

☐ We are requesting a custom flyer

*In some circumstances a custom flyer is warranted. Please provide information about your drive and any marketing guidelines below, and allow **3 weeks** for processing.*

Custom flyer details / marketing guidelines

☐ We would like NourishPHX donation boxes for our drive (if available)

NourishPHX may offer donation boxes for drives on a limited basis, as supplies allow. Availability is not guaranteed; our team will let you know if boxes can be provided.

# of boxes requested | **Preferred date to pick up boxes from NourishPHX**

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7. RECOGNITION & PHOTOS

We love to celebrate our drive partners! Please let us know how we may recognize your drive.

- ☐ NourishPHX may thank us publicly (website, newsletter, events)
- ☐ NourishPHX may tag us on social media **Our handle(s):**
- ☐ NourishPHX may share photos of our drive and/or donation delivery
- ☐ Please keep our donation anonymous

8. ADDITIONAL INFORMATION

How did you hear about NourishPHX?

☐ Our group is interested in volunteering at NourishPHX (our volunteer team will follow up) **Est. # of volunteers:**

Questions, special requests, or anything else we should know

Submitted by (type name)

Date

Ready to submit? Save this form and email it to **info@nourishphx.org** at least **3 weeks** before your drive. Questions? Call 602-775-5740. Thank you for helping NourishPHX care for our neighbors in need!

FOR NOURISHPHX OFFICE USE ONLY

Date Received	Assigned To	Drop-off / Pick-up Date Confirmed	Staff Notes

- ☐ Drop-off confirmed
- ☐ Pick-up scheduled
- ☐ Boxes sent
- ☐ Flyers sent
- ☐ Logo sent / materials approved
- ☐ Receipt sent