



Charitable Giving Program Request Form

For Employees, Non-Profit Organizations, and Community Agencies
Charitable Giving decisions are made throughout the year.

Organization/Charity

Please attach a completed W-9 (this is required)

| | | | |
|--|--|---------------------------|--|
| Submission Date: | | Org/Charity Contact Name: | |
| Name of Org/Charity: | | 501c3 / Non-Profit EIN: | |
| Mailing Address: | | | |
| Area Code/Phone #: | | Area Code/Fax #: | |
| Email Address: | | | |
| Circle Type of Donation Requested: Door Prize · Raffle · Financial - please indicate amount here: \$ | | | |
| Briefly describe what this donation will be used for: | | | |
| Has Expera donated to this organization before? ____ No ____ Yes – if yes, describe past support: | | | |

Employee Information

Two (2) employees must support & endorse the request in order for it to be considered for approval

| |
|---|
| Names of Expera employees who currently participate/volunteer in this organization/charity: |
| Please indicate how you are involved in this organization: |

[Print] Name of Employee Requesting Support

Employee Signature / Date

[Print] Name of 2nd Employee Requesting Support

Employee Signature / Date

Submit your request(s) to the appropriate facility Administrator:

Thilmany
Attn: Kathlyn Chmiel
600 Thilmany Rd
Kaukauna, WI 54130
kathlyn.chmiel@expera.com

Nicolet
Attn: Sue Hernandez
200 Main Ave
De Pere, WI 54115
sue.hernandez@expera.com

Expera Central Office
Attn: Sue Manders
600 Thilmany Rd
Kaukauna, WI 54130
sue.manders@expera.com

Mosinee
Attn: Tammy Marone
100 Main St
Mosinee, WI 54455
tammy.marone@expera.com

Rhineland
Attn: Carrie Theisen
515 Davenport St
Rhineland, WI 54501
carrie.theisen@expera.com

Administrators: Include proper charge code on the Check Request, as well as **GL Code 6977** for "Donations & Contributions"

For Office Use Only: Approved Amt: \$ _____

Denied