Promotional / Donation Request Guidelines

Richie's Specialty Pharmacy believes in good corporate citizenry and contributing back to our communities. We have created the below request to allow us to focus our efforts. While we do have limited resources, we have been supporters of a wide variety of entities in the past including, but not limited to: American Cancer Society (www.cancer.org), American Heart Association (www.americanheart.org), The Baxter Institute (www.baxterinstitute.edu), Child Advocates of Montgomery County (www.casaspeaks4kids.com), Woodforest Charitable Foundation (www.woodforestcharitablefoundation.org), FAITH, Harding University (www.harding.edu), Montgomery County Food Bank (www.montgomerycountyfoodbank.com), Junior League of Montgomery (www.jlmontgomery.org), Lone Star Honor Flight, Mission Lazarus (www.missionlazarus.org), Montgomery County Community Foundation (www.mccfoundation.org) Montgomery County Fair Association (www.mcfa.org), Montgomery County Women's Center (www.mcwcthewoodlands.org), Rotary Club, Montgomery County Performing Arts (http://mcpas.org), Montgomery County Youth Services, Montgomery ISD, The Will Herndon Fund, Wounded Hero Program (www.helpingahero.org), New Danville (www.newdanville.org), Tip of the Spear (www.tipofthespear.org), and The Woodlands Christian Academy (www.twca.net).

Please fill in the below information and return it to us for consideration as soon as possible. We receive a significant number of donation and sponsorship requests and require that the below form be filled out completely in order to consider and properly process the request. Please keep in mind that we receive many requests in well in advance of the event date, and are often fully committed three months in advance.

Below is a list of needs that Richie's Specialty Pharmacy supports. Should your request not conform to the below donation guidelines, it does not immediately exclude you from support.

Health, Wellness & Culture – Improves access to healthcare, reduces healthcare disparities and promotes healthy lifestyles or the humanities. Examples include food distribution programs, immunization clinics, health, medical missions, specific disease state support/assistance, and humanities and art education organizations and personal health record technology.

Education – Addresses the educational needs of underserved young people ages 6-18. Examples include programs focused on high school success, access and retention of first-generation college students and adolescent literacy.

Donation Request Guidelines

Military support – Assists in the support of active military service men and women abroad and/or their transition back to civilian life after military service is completed.

In order to assure that your request receives due consideration please fill in the donation request form fully and completely.

Donation Request Guidelines

I. Please tell us about your organization

1. Who are you and what is the organization your represent?

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2. Is your organization tax exempt?

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3. What is the size of your organization and its purpose?

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4. Does your organization have Tax ID? If so, what is it?

_____

5. What is your organization's contact information and address?

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6. Is the organization a non-profit?

_____

II. Tell us about the event

7. What is the purpose of the event?

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8. Who will benefit from the event?

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9. Who is organizing the event, and what is the organizer's contact information? Please include the organizer's and event manager's phone numbers (s), email(s) and title(s).

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10. What is the date, size and expected attendance for the event?

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11. How long has this event been in existence and how many times has it been done?

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III. Event specifics

12. Which sponsors are you contacting?

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_____

13. Which sponsors have committed? Please include their contact information.

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14. What value of a donation is being requested?

_____

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15. Type of donation are you requesting:

a. Monetary (Cash)

b. Live Auction Item or BID Board Item

c. Other_____

16. How much of the donation request goes to the direct beneficiary?

_____

_____

17. How did you hear about our organization?

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_____

18. How will sponsoring or donating to this event benefit Richie's Specialty Pharmacy from a promotional aspect? (Please be especially complete / descriptive)

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Please direct the request to Kelly Richard, either via email to Kelly@richiespharmacy.com or mail to:

Richie's Specialty Pharmacy, LLC
12820 Highway 105 West
Conroe, Texas 77304

We will respond within ten days of receiving the request. Please keep in mind that we receive a tremendous amount of requests and are simply not able to support all the requests received.