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| Oregon Door is dedicated to supporting the communities we serve. As part of this commitment, Oregon Door supports charitable organizations, initiatives, and projects that enhance the lives of our team members, distributor-partners, and associated stakeholders—and the communities in which they work and live. To request a contribution or sponsorship, please review the approved contribution policy and eligibility guidelines below.  **All requests must be submitted in writing, accompanied by an Oregon Door request for contribution form.** Request forms and supporting documents may be emailed to [contributions@oregondoor.com](mailto:contributions@oregondoor.com).  A minimum of 30 days notice is required for consideration. All requests will be evaluated on an individual basis. Oregon Door reserves the right to deny any and all requests by any and all parties regardless of whether they meet or do not meet the criteria noted herein. Oregon Door also reserves the right to provide in-kind contributions in lieu of cash requests for organizations that meet the criteria as set forth in this policy. |

**Criteria**

Consideration will be given to the financial need of each request, based on the following:

* the contribution’s overall impact on Oregon Door team members;
* the requesting organization’s source of support;
* the contribution’s overall impact on the community or communities served;
* the size or amount of the contribution request; and
* funds availability

**Priority Rank**

As a general rule, Oregon Door’s policy towards both cash and in-kind charitable contributions is to consider requests in the following priority rank:

1. Requests from charities associated with current Oregon Door team members
2. Requests from charities associated with current Oregon Door distributor-partners
3. Requests from charities focusing on services provided to clients in the immediate vicinity of our headquarters in Winston/Dillard, Oregon and/or building projects in said vicinity
4. Requests from charities associated with innovative built environments and/or green building advancements
5. Other requests approved by our team member review team

**Eligibility Requirements**

Contributions must benefit non-profit organizations with tax exemption under Section 501c(3) or (6) of the Internal Revenue Code which are considered charitable, civic, educational, recreational and/or receive the majority of their support through outside funding.

Oregon Door will NOT consider contributions to the following: for profit organizations, individuals or organizations seeking funds for personal or individual endeavors, and/or individuals or small groups that are not representative of the communities Oregon Door or its stakeholders serve.

**Application**

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| Organization Name | | | | |  | | | | | | | |
| Tax ID Number | |  | | | | | | | | | | |
| Mailing Address | | |  | | | | | | | | | |
| Contact Name(s) | | | |  | | | | | | | | |
| Phone |  | | | | | | |  | Email |  | | |
| Event Date (if applicable) | | | | | |  | | | | | | |
| Oregon Door Team Member(s) or Distributor-Partner(s) Involved (if applicable) | | | | | | | | | | | | |
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| Requested Amount or Item(s) | | | | | | |  | | | | | |
| Has Oregon Door contributed to your organization in the past? | | | | | | | | | | | Yes | No |
| Please briefly describe the specific contribution request, including details about the initiative or event. | | | | | | | | | | | | |
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| Please briefly describe which of Oregon Door’s priority rank this contribution relates and how it positively impacts the communities we serve. | | | | | | | | | | | | |
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| Are there additional partnership opportunities to help achieve our shared goals beyond financial support? If so, please elaborate. | | | | | | | | | | | | |
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| What promotional consideration will Oregon Door receive for this contribution? | | | | | | | | | | | | |
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