



# Soap Request Form

To request soap, complete this form and contact Soap Donation Center.

Soap Donation Center, Inc.  
7301 Mount Vernon St Rm 2  
Lemon Grove, CA 91945-3122

SoapDonation.org  
request@soapdonation.org  
☎ (619) 668-1435

## Recipient Info:

Contact Person Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_ EIN: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Post Office Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

UPS Shipping Address (if different): \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Website URL: \_\_\_\_\_

1. Does the organization currently have federal tax-exempt status?  Yes  No
2. Upon receiving an in-kind donation of soap from Soap Donation Center, will the organization issue an official donation receipt letter to Soap Donation Center?  Yes  No
3. Will the organization share photos or stories of staff who have provided anonymous program recipients with soap or of anonymous individuals who have received, used, and benefitted from an in-kind donation of soap?  Yes  No

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## Program/Service Info:

Do individuals who receive program services have a direct need for soap?  Yes  No

The organization provides the following programs and/or services: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The organization will use the soap in the following way(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Soap Request:**

Number of bars requested: \_\_\_\_\_ Date needed: \_\_\_\_\_

Must the soap bars be individually boxed, sealed, or wrapped?  Yes  NoType of soap requested:  Any soap available  Specific soap, described in box below:

- Large (bars > 6.0 ounces)
- Regular (bars 2.0–6.0 ounces):
  - fragrance and colorant
  - fragrance, no colorant
  - no fragrance, colorant
  - no fragrance, no colorant
- Small (bars < 2.0 ounces)

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**Certification:**

I certify the organization described above provides programs and services to individuals who need soap. After receiving soap, an official donation receipt letter will promptly be provided to Soap Donation Center, Inc. I understand and agree to restrict in-kind donations of soap from Soap Donation Center, Inc. As a restricted donation, all received soap will be provided directly to individuals through programs and services.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Instructions****Recipient Info**

Soap Donation Center, Inc. either mails soap through the US Postal Service (Post Office) or ships soap through United Parcel Service (UPS). List all possible delivery addresses, depending on the shipping service provider, and contact info in case of questions.

**Program/Service Info**

Briefly describe the organization's programs and/or services and how soap will be used to improve the lives of those served.

**Soap Request**

If the organization or program recipients require specific types of soap (i.e., wrapped or unwrapped, specific size bars, fragrance- or colorant-free), describe the requested soap in detail so we can best match SDC Inc. soap inventory to the needs of the recipients.

**Certification**

Soap Donation Center, Inc. donates soap as in-kind, restricted contributions to organizations that have a direct need for soap. The organization must provide the soap to individuals through programs and services. The receiving organization and the organization's representatives may not sell, auction, or raffle the received soap, nor may the organization provide the received soap to staff for personal use.