



Request for Book Donations

After completing this application, please print it. Then return it with a cover letter (on your organization's official letterhead) to the H-E-B Corporate Offices, by postal mail. Any information regarding your organization, program or event may also be included. This application should be submitted sixty (60) days prior to your event. Please allow thirty (30) working days for a response.

ORGANIZATIONAL INFORMATION

Organization/group name: _____ Federal Tax ID Number: _____
Executive Director: _____ Phone: _____
Do you have 501 (c) 3 non-profit certification? ☐ Yes ☐ No E-mail: _____
Contact name: _____ Contact title: _____
Organization address: _____ City/state/zip: _____
Phone: _____ Fax: _____ E-mail: _____ Website: _____
Please describe the mission of your organization: _____

IF YOU NEED BOOKS FOR AN EVENT, PLEASE PROVIDE THE FOLLOWING DETAILS:

Program/event: _____ Book Delivery Date: _____
Event Date: _____ Location: _____ Time: _____
How would books enhance your event? _____
How many books do you need? _____
How many children will be attending? _____
Please check the type of books you need: ☐ Picture Books-Ages 0-4 ☐ Primary Grades/Early Readers-Ages 5-8
☐ Intermediate Grades/Chapter Books Ages 8-12 ☐ Young Adult/Teens-Ages 13-18 ☐ Adult-Ages 18 & up
Method of delivery? ☐ Central Pick-up ☐ Store Pick-up If store pickup, what is the store number and address?

IF YOUR NEED IS NOT RELATED TO AN EVENT, PLEASE TELL US HOW YOU WILL USE THE CHILDREN'S BOOKS: _____

REQUEST INFORMATION

Our customers like to know how we support our community. How will H-E-B be recognized as a sponsor of your organization, program or event? _____

Please send this form to: H-E-B Corporate Offices
Attn: Partner Communications
646 South Main Ave.
San Antonio, TX 78204