

# TCOC 2020 Non-Profit Toy Request Form

Please refer to the [local DC website for the campaign updates](#) including deadline dates pertaining to toy applications before completing this form at [www.thcenteroc.org](http://www.thcenteroc.org).

**\*\*Note\*\* This is for 501 3(c) approved Nonprofit Organizations only. Any request submitted by individuals not approved and certified as a nonprofit organization will be denied/disapproved.**

## **ATTENTION NON PROFIT PARTNERS**

To ensure processing of your order it is your responsibility to provide all required documentation. Please consider the breadth and depth of the TOYS FOR TOTS campaign season. Th Center OC coverage area has been expanded to cover not only the entire Orange County area, but also South Los Angeles County, and Northwest Riverside County. As such your patience and willingness to volunteer is critical in the successfully meeting the needs of 501 3 (c)'s and Families.

**Provide a copy of the "LETTER OF DETERMINATION**

**(Tax Exempt Certificate or(501)(C)3Certificate)**

**Additionally to be approved your application (partnering with our program) you MUST agree to the following:**

**Families who wish to receive assistance from our campaign must contact**

**Th CenterOC at [www.thcenteroc.org](http://www.thcenteroc.org)**

**directly for information related to providing toy assistance.**

- ◆ You must be willing to allow us to post your organization's information on our list of partners
- ◆ Must be willing to help families who are in need of assistance regardless of circumstances, Please notify us if your program includes other services to family's (meals, clothing, educ support etc.) you are not required to provide these services to those families.
- ◆ MUST provide a list of children. **Handwritten and illegible lists will not be accepted.** Upon approval of your application, a template will be provided to you.

**As a reminder, contact will be primarily done via email, so please be sure to provide the best email to contact you on.**

- ◆ The Toys for Tots US Marine, Th CenterOC campaign begins accepting toy requests starting **OCTOBER 1.**

**◆ Requests made before this date will not be honored.**

- ◆ It is strongly recommended to submit your request on-line to Th CenterOC before December 8th as the request for toys is vastly higher than the amount of toys donated to us.

Submissions: [www.thcenteroc.org](http://www.thcenteroc.org)

The Toys for Tots gifting source is donation only. There is no guarantee we will be able to fill every request received, It It is our goal every year to accommodate as many organizations in our coverage area as donations allow. To expedite the selection process, we ask that you double-check your request to ensure that you include all of the required information.

**\*\*\*We operate on 100% toy donations and cannot guarantee toys to any organization or family. We will contact organizations on a first come first serve basis. A Control Number is not a confirmation to receive toys. It is only a confirmation that we received your request. We receive nearly hundreds of request each year and only receive approximately 5,000 - 10,000 toy donations. Thank you in advance for your understanding and we truly hope to fulfill as many requests as possible this year.\*\*\***

The last day to submit requests is **November 15, UNLESS OTHERWISE STATED.**

**DISTRIBUTION OF TOYS WILL BE ON DECEMBER 14th, 15th, 16th.**

**\*\*\* ALL SCHEDULING IS ADMINISTERED BY TH CENTEROC\*\*\***

## Happy Holidays

We look forward to providing toys to as many children as we can every year. Please be patient with the process as we receive thousands of requests during this time of the year.

The named entity agrees to **ALL** conditions of the Local Toys for Tots Campaign relating to receipt of Toy Requests:

**AFFIRM**

Referring Control Number (If this request is an update to a previous request)

**Organization**

**Organization Type**

**Federal Tax/501C3 ID**

Employer Identification Number (from the IRS) as it appears on the 501(C)3 from the IRS

**Address**

**City**

**State**

**California**

**Zip Code**

**County - Municipality**

**Contact First Name**

**Contact Last Name**

**Phone Number**

**Secondary Contact**

**Secondary Phone**

**Email**

**Confirm Email**

**Organization Website**

List your organization on our Website?

Number of Toys Requested:

Newborn to 2 years

Number of Boys

Comments

Number of Girls

Comments

3 to 5 years

Number of Boys

Comments

Number of Girls

Comments

6 to 8 years

Number of Boys

Comments

Number of Girls

Comments

9 to 11 years

Number of Boys

Comments

Number of Girls

Comments

***12 & Older Not Guaranteed***

Number of Boys

Comments

Number of Girls

Comments

Additional Comments and Instructions (please review form instructions above for any additional information required)

**IMPORTANT INFORMATION**

The Toys for Tots' goal is to provide two toys to each child.

Orders are filled with the toys available when the order is received.

***Organizations must coordinate date and time of toy pickup with our Partner Th CenterOC, the designated DC of Orange County, prior to arriving.***

For further information, questions, or concerns please contact [info@thcenteroc.org](mailto:info@thcenteroc.org).

