

# FRANKLIN SQUARE PUBLIC LIBRARY

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19 Lincoln Road • Franklin Square, New York 11010 • (516) 488-3444

[www.franklinsquarepl.org](http://www.franklinsquarepl.org)

## DONATION BOX REQUEST

Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

Date(s) requested: drop off \_\_\_\_\_ pickup \_\_\_\_\_

Purpose of donation box \_\_\_\_\_

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- Donation boxes must be monitored.
- Donation boxes will be removed by staff if donations overflow box.
- Boxes must be picked up promptly.
- Requests for donation boxes are on a first come first served basis and are at the discretion of the Administration.
- Applications must be submitted to Administration for approval, at least one month before requested donation date.

OFFICE USE ONLY

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Approval Date: \_\_\_\_\_