

Hoffman Planning, Design & Construction, Inc.



Supporting our local communities, and those of our clients, is extremely important to Hoffman. A long-standing guiding principle, we are committed to service—*beyond just a building project*—in the communities where we live and work. To this end, we have created Hoffman Helps.

What is Hoffman Helps, and how does it affect you? Let's take a look.

Q. What is Hoffman Helps?

A. Hoffman Helps is a program designed to give back to our communities, as well as those of our clients. Through donations, sponsorships, and in-kind support, Hoffman is committed to returning 2.5% of our yearly profits to organizations that serve these communities. In addition to reaching out, Hoffman also accepts for consideration requests for donations.

Q. How do I make a request?

A. All requests must be submitted in writing or emailed to: Hoffman Planning, Design & Construction, Inc.
Attn: Hoffman Helps
122 E. College Avenue, Suite 1G
Appleton, WI 54911
Email to info@hoffman.net. *Subject line should read "Hoffman Helps"*.

Q. What information should I include with my request?

A. All requests must include (at a minimum) the name of organization, the name of the person making request (along with mailing address, phone number, and email), the name and date of event, a description of the event, the type of donation being requested, and the requested dollar amount.

Q. Is my request automatically approved once it's received by Hoffman?

A. Each request is reviewed by the Hoffman Helps Committee, who will make the final decision on whether a request is approved. Requests are subject to availability of funds and adherence to our eligibility guidelines.

Q. When should I submit my request?

A. To be considered, your request needs to be post marked or emailed six (6) weeks prior to your scheduled event.

Q. My organization hasn't hired Hoffman for any design or construction services. Can we still submit a request?

A. Absolutely! Anyone can submit a request to Hoffman Helps, not just those that have used our professional services.

Q. Can I request a donation for any organization?

A. It is Hoffman's policy not to donate to political or lobbying organizations. Requests should further Hoffman's mission of making a positive impact on people's lives, and our desire to support our communities as well as our clients'. All requests are subject to review and approval by the Hoffman Helps Committee.

Thank you for your interest in Hoffman Helps!



800.236.2370 | www.hoffman.net

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