Donation Policies & Acknowledgment Form

The Emma & Evan Foundation
IRS 501(c)(3) #34-2042146

Thank you for your generosity. By completing this form and sending your dress or other donated items, you confirm that you have read and agree to the following policies. These guidelines help us steward your gift with care while supporting the families we serve and protecting our organization.

1. Your Gift Becomes Part of Our Mission
Once your dress or donated items are received, they become the property of The Emma & Evan Foundation and cannot be returned. Please consider the sentimental value before donating.

2. Ownership & Permission to Donate
By signing below, you confirm that you are the legal owner of the donated items, or that you have written permission from the owner to donate them, and that the items are free of liens or other claims.

3. What We Can & Cannot Use
We accept: wedding dresses of any size, age, or color; prom, formal, bridesmaid, and flower girl dresses; christening and baptism gowns; tuxedos and men's suits; lace; fabric; flannel; lining; thread; buttons; gift cards (Walmart, Michaels, Amazon); monetary donations; and sewing supplies or tools in good condition.

We cannot use dresses with dry rot, mildew, mold, or heavy discoloration; dresses with strong odors such as smoke, pets, or mothballs; or stretchy/jersey fabrics.

4. How We May Use Your Donation
Our goal is to honor your dress by transforming it into angel gowns, NICU graduation sets, blankets, keepsakes, or other comfort items. If a dress is not suitable for those purposes, usable materials may be re-donated to another organization. Items we cannot use may be responsibly disposed of. We cannot guarantee that every dress will be used for a specific program.

5. Keepsakes Through Our Partner, Old Soul Bridal
Custom keepsakes are available through our partner, Old Soul Bridal. This keepsake program helps support the work of The Emma & Evan Foundation while giving donors the opportunity to preserve a meaningful part of their gown.

- Place your keepsake order through Old Soul Bridal before mailing your dress.
- Write your keepsake order number on this form.
- Keepsakes are typically completed within 4–6 weeks after your dress is received.
- In some cases, we may contact you if your gown materials are not suitable for the item ordered.

6. Complimentary Locket Policy
A complimentary locket is available when any of the following apply:

- your monetary donation is **$100 or more**
- your Old Soul Bridal keepsake order is **$100 or more**
- your donation and Old Soul Bridal keepsake order **combined total $100 or more**

Available locket choices:

- Round silver, plain rimmed
- Round silver, rhinestone rimmed

Please list your first and second locket choices on this form, if applicable.

7. Packing & Shipping Guidelines

- Place your dress in a clean plastic bag inside the shipping box.
- Securely safety pin this form inside the bodice. Boxes can arrive damaged, and we are not responsible for forms that become separated from the dress.
- Remove preservation boxes, excess tulle, and all straight pins before shipping.
- Do not include tissue paper, bubble wrap, or packing peanuts.
- Ship to: **The Emma & Evan Foundation, 262 Mountain Park Road, Florence, MT 59833**
- Do not require a signature.
- Save your tracking number to confirm delivery.

The donor is responsible for shipping costs and optional insurance. The Emma & Evan Foundation is not liable for items lost or damaged in transit.

8. Confirmation of Receipt
We send confirmation emails only for donations that include a keepsake order or a monetary donation. For all other donations, please use your tracking number to confirm delivery.

9. Right to Decline Donations
We reserve the right to decline or return a donation, at the donor's expense, if it presents a health, safety, or storage concern.

10. Policy Updates
These policies may be updated at any time without prior notice. The most current version will always apply.

11. Release of Liability
By donating, you release The Emma & Evan Foundation from any future claims or liabilities related to the donated items.