

Donation Requests

Approved 10/2/2025

Next Review Due: 10/2/2028

The Lansing Makers Network is often asked to support charitable causes and events through donation of gift certificates for silent auctions, door prizes and similar events. We attempt to accommodate as many requests as possible. However as a nonprofit ourselves, we have limits on our ability to provide donations of services and are unable to accommodate all requests.

Restrictions

All donation requests must be submitted via the online form. Phone or written requests are not accepted.

- Organizations must be located within the Greater Lansing area.
- Organizations may only receive a maximum of one donation per 12 months.
- Requests must be received at least 5 weeks before the item is needed for the event.
- Organization must have 501(c)(3) exempt status and FEIN must be listed on <https://apps.irs.gov/app/eos/>

Policy

LMN will generally only donate gift certificates which do not have a direct cost to Lansing Makers Network. This usually means that only 1-month memberships will be considered for donation. However, the Executive Director or board of directors makes the ultimate decision as to what is donated.

The executive director or board of directors may set limits on availability of gift certificate donations. If more requests are received than available donations in a given period, LMN shall prioritize requests which provide greater visibility for Lansing Makers Network.

LMN will avoid providing donations to causes or organizations that may be controversial or otherwise pose a reputational challenge for Lansing Makers Network.

Procedures

Organizations may submit requests for donation of gift certificates via the online form. Staff will evaluate requests at least once a month. LMN will verify the organization's exempt status, approve or deny the request, and notify the requestor.

Approved donation requests will be prepared for pickup by the requestor. Because shipping gift certificates is not without cost, LMN will only make donated gift certificates available for pickup and will not ship them to recipients.

Approved donations will be recorded in the accounting software, in a liability account. Once redeemed the liability will be transferred to a Promotional Donations expense account.