



# Donation Due Diligence Form

We encourage that all organizations implement this form for any request > 50 masks and read through our website [www.sewfacemasks.org](http://www.sewfacemasks.org) before submitting a request

**Requesting Organization:**

**Organization Representative name:**

**Email:**

**Phone number:**

- 1.) How many masks are you requesting? How did you calculate this number?
- 2.) Why do you have a need for these? What steps have you taken to attempt to get disposable medical grade PPE?
- 3.) Please specify who in your organization will be using these.
- 4.) How are you instructing people to wear these? What use guidelines are you providing?
- 5.) What is your plan for continual re-education re: use of these items?
- 6.) What is your laundering plan?
- 7.) Why are you requesting from volunteers versus a local textile company?

*We can provide you contact information for local textile companies. They are able to create a standard product so that you can ensure all fabric and patterns are uniform.*

- 8.) These masks are from home sewists with varying skill levels and not verified or standardized in terms of materials or methods. What are your thoughts on this?
- 9.) What financial support are you willing to provide for these masks? If you are expecting to receive these as a donation, can you provide a statement from your financial department re: inability to financially support the creation of these masks?

*If expecting to receive these as a donation, please be mindful that this means that the community is funding these. Many community members have lost their job, have been furloughed, or have received a pay cut recently.*

- 10.) Who is overseeing the use of the masks at your organization?
- 11.) Have you read over our safety disclaimer and do you agree to share safety disclaimer with each mask recipient?

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**Please contact [sewfacemasks@gmail.com](mailto:sewfacemasks@gmail.com) to request permission to use for your organization**