



Donation Request Form

In order to help us expedite the donation procedure, please complete this form in its entirety. In addition, this form must be accompanied by a descriptive letter of the organization written on the official letterhead of the organization.

Name of your organization: _____

Summarize the focus of your organization (i.e. shelter, school, healthcare): _____

Address of Organization: _____

Contact Person: _____

Phone number: _____

Email Address: _____

Non-Profit I.D. #: _____

What is the date and location of your event? _____

What type of event will you be hosting? (Silent or live auction, raffle, etc.) _____

What kind of attendance do you anticipate for your event? _____

What is the value of the product you are hoping for? _____

What specific area will these proceeds benefit? _____

What type of advertising are you planning to promote this event? _____

Additional Comments: _____

Signature: _____ Date: _____

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