Donation request form

[Business name] community giving Requests for: _____ (event dates or season)

Thanks for thinking of us. We review requests on [your review day or schedule] and reply to every request by email. Please send your request at least [number] weeks before your event.

Your organization

Organization name

Type of organization: [ ] Registered nonprofit [ ] School or school group [ ] Community group or club [ ] Other

If other, tell us about your group

Contact name

Email: _____ Phone: _____

Website or social media page (optional)

Your mission, in a sentence or two

Your request

What are you asking for? [ ] Gift card or product [ ] Cash gift [ ] Auction or raffle item [ ] Food or drinks [ ] Service

Item, amount or service you're asking for

Event or project name

Event date: _____ Expected attendance: _____

Who does the event or project serve?

How would you recognize our gift? [ ] Logo or name on printed materials [ ] Social media post [ ] Announcement at the event [ ] None needed

Date you need a reply by: _____ Has our business given to you before? [ ] Yes [ ] No

Delivery: [ ] We'll pick it up [ ] Please mail or deliver it [ ] Send it electronically (gift card)

Proof of tax-exempt status, if you have it: attach a copy (such as your IRS determination letter)

Signature and date

For our office

Received on: _____ Reviewed by: _____

Decision: [ ] Yes [ ] Partly: _____ [ ] Not this time

Reply sent on: _____ Gift handed over on: _____

Why we ask: we use these details to review your request and to reply. Sending a request does not mean we can say yes to every one.