



## Donation Request Form

All requests should be made at least three weeks in advance of the planned event. Requests must be received formally in writing (email or letter) and attached to our donation request form. Incomplete forms will not be considered. Recipients may receive a maximum of one donation per fiscal year (April-March) so please plan appropriately and decide when it is best to request your donation.

### Please Print Clearly

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number : \_\_\_\_\_

Website (if available): \_\_\_\_\_

Federal Tax ID Number (if applicable): \_\_\_\_\_

Mission Statement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of the Event: \_\_\_\_\_

Event Name (description):

\_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_

How many people will be attending this event? \_\_\_\_\_

Has this nonprofit or organization received a donation from the North Coast Co-op in the past 12 months\*?

Circle: Yes or No

If yes, when: \_\_\_\_\_

Donation type requested: Co-op gift card \_\_\_\_\_ other: \_\_\_\_\_

How will you use the donation from the North Coast Co-op?

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How will you recognize the North Coast Co-op's participation in this event?

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Please attach any additional materials (logo, flyers, posters, brochures) that represent this nonprofit, organization or event.

\* Recipients may receive a maximum of one donation per fiscal year (April-March)

To submit a request:  
email [EmilyWalter@northcoast.coop](mailto:EmilyWalter@northcoast.coop)

or mail to:  
North Coast Co-op, Inc.  
Attn: Outreach Coordinator  
811 I Street  
Arcata, CA 95521