Date rec'd: _____
Y / N  Donation: _____

# Donation Request Form

Please review our Donation Policy (other side) before submitting your request.

**Organization Name** _____

**Contact Name** _____

**Phone Number** _____ **Email** _____

Type of organization:

__ Agricultural __ Educational __ Health-oriented
__ Environmental __ Community __ Other: _____

Is your organization a non-profit? Y / N If yes, 501(c)3 # _____

Have you received any donations from SVFC in the past year? Y / N

Will SVFC be acknowledged for donating to your event / cause? If so, how? _____

_____

If your request is being made for an event, please answer the following questions:

Event Name & Date _____

Event Description _____

Estimated Attendance _____

What would you like the Co-op to donate? (Be as specific as possible.) _____

_____

When would you like to pick-up the donated item? _____

Please return your application in one of the following ways:

- In person to the 3rd floor of the Co-op, Room 301: Marketing & Outreach
- Email: community@skagitfoodcoop.com

**Please note:** Donation requests will only be reviewed once per week. Requests made less than 4 weeks in advance of the event will not be considered. Because of the overwhelming volume of requests, we respectfully ask that you refrain from calling or emailing to follow up on your request. We will contact you with our decision as soon as possible.
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**Skagit Valley Food Co-op Donation Policy**

The Skagit Valley Food Co-op is proud to support local community groups in a variety of ways, including our donation program. Although we would like to support every worthwhile cause, due to the overwhelming volume of submissions, it is not possible to fulfill every request. Our decisions are based on a group's consistency with the Skagit Valley Food Co-op Mission Statement, the number of people who will benefit, as well as the funds available in our donation program's budget at the time a request is received. Most donations will be provided in the form of gift cards or in-kind donations, but exceptions will be made on a case-by-case basis.

We welcome your request, but we ask that you thoroughly review the guidelines below before making your submission.

- Donation requests must be made formally using the Donation Request Form. You can submit it at one of the front registers, attn.: Community Outreach. You may also drop it off in person on the 3rd floor of the Co-op Building, Room 301.

- Donation requests will only be reviewed once per week. **Requests made less than 4 weeks in advance of the event will not be considered.**

- All donations made by the Skagit Valley Food Co-op must benefit the local community.

- Only one donation will be made per year to any given organization.

- If the request is being on behalf of a non-profit organization, you must provide documentation of the 501C3 status.

- Public acknowledgement of our donation is kindly welcomed and appreciated.

- Requests made by any of the following groups will not be considered:
  -Political candidates or organizations
  -Third-party fundraisers
  -Individuals/personal sponsorships
  -Any organization that discriminates on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, marital status, disability, or status in any other protected group.

- We reserve the right to make exceptions to the above guidelines at our discretion.

Thank you for your interest in the Skagit Valley Food Co-op and the valuable work you provide to the community!