

# Donation request

About four minutes. We reply to every request.

Questions marked \* need an answer.

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We support [local schools, charities and sports clubs] with [gift vouchers and products]. Please send this at least [six weeks] before you need the donation.

## 1. Organisation name \*

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## 2. What kind of organisation is it? \*

- ☐ Registered charity or nonprofit      ☐ School or parents' association      ☐ Sports club or team
- ☐ Community group      ☐ Other

## 3. Charity registration, EIN or ABN

*Only if "What kind of organisation is it?" is Registered charity or nonprofit.*  
So we can check your status on the public register.

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## 4. Your name \*

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## 5. Your role in the organisation \*

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## 6. Email \*

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## 7. Phone number \*

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## 8. What is the event or program? \*

Its name, and where it is held.

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## 9. Date of the event \*

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Date

## 10. How many people will attend or benefit?

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**11. What are you asking for? \***

- |                                                      |                                                            |
|------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Products or a gift voucher  | <input type="checkbox"/> A raffle or auction prize         |
| <input type="checkbox"/> Food or drink for the event | <input type="checkbox"/> A team of your staff to volunteer |
| <input type="checkbox"/> Something else              |                                                            |

**12. Tell us exactly what you would like \***

Item and quantity, or the value of a voucher.

**13. Why are you asking us?**

**14. When do you need it by? \***

\_\_\_\_\_

Date

**15. Collection or delivery? \***

- ☐ We will collect it                      ☐ Please post or deliver it

**16. Where should we send it? \***

*Only if "Collection or delivery?" is Please post or deliver it.*

\_\_\_\_\_

Street address

\_\_\_\_\_

Address line 2

\_\_\_\_\_

City or suburb

\_\_\_\_\_

State or region

\_\_\_\_\_

Postcode or ZIP

**17. How will you thank supporters?**

- |                                                      |                                              |                                                     |
|------------------------------------------------------|----------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Name or logo in the program | <input type="checkbox"/> A social media post | <input type="checkbox"/> An announcement on the day |
| <input type="checkbox"/> Signage at the event        | <input type="checkbox"/> Nothing planned     |                                                     |

**18. Have we supported you before?**

- ☐ Yes                      ☐ No

### 19. Letter on your letterhead, or proof of charity status

Attach this separately and write what you attached below.

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### 20. Before you send \*

☐ I understand [business name] cannot support every request, and sending this does not guarantee a donation.