



# Donation & Sponsorship Request Form

**Please Fill Out All Information Completely**

Date \_\_\_\_\_

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

Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tax Status:  Non-profit  Business  Government, Tax ID#: \_\_\_\_\_

Type Of Event \_\_\_\_\_ Date Of Event \_\_\_\_\_

Number of Years Event Has Been Held \_\_\_\_\_

*(Please note, request must be received 30 days prior to event. Large donations must be approved by Grange Co-op's board of Directors/CEO)*

## Specific Type Of Request:

\_\_\_\_ Gift Certificate (Amount \$ \_\_\_\_\_ )      \_\_\_\_ Cash (Amount \$ \_\_\_\_\_ )

\_\_\_\_ Merchandise (Type \_\_\_\_\_ )      (Amount \$ \_\_\_\_\_ )

How will the merchandise be used? \_\_\_\_\_

\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_ Print Advertising: Size \_\_\_\_\_ Type \_\_\_\_\_ Format \_\_\_\_\_ Color: Y/N, B&W: Y/N

## Describe The Specific Event:

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### Grange Co-op Policy

Grange co-op primarily supports organizations or groups mainly involved with **agriculture, horticulture/gardening and pets.**

Our contributions consist of merchandise or gift cards. Our focus is to contribute to **local youth groups, civic organizations, and fund raising activities** within our communities.

In order to fairly distribute our donation budget, we limit one donation per organization with a calendar year. Due to the large amount of requests we receive, we may not be able to notify those we are unable to accommodate. We will review your request as soon as possible and you will be notified upon approval. **Thank you for your interest in Grange Co-op!**

**Describe Why You Feel Grange Co-op Should Honor Your Request**

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**If Grange Co-op Will Be Recognized For This Donation Will A Logo Be Required?**

YES  NO    Format for the logo:    JPG    EPS    PDF    MS WORD

E-mail address for the logo to be sent to: \_\_\_\_\_

**Would You Like For This Event To Be Featured On Our Community Events Calendar  
Featured On Our Web Site?    YES    NO   Website Link: \_\_\_\_\_**

**Additional Information About The Request:**

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**MAIL COMPLETED FORMS TO:**

**GRANGE CO-OP, P.O. BOX 3637, CENTRAL POINT, OR 97502**

**PHONE: (541) 664-1261 • FAX (541) 664-1246**

**www.grangecoop.com**

**For Internal Use Only:**

**APPROVED**  
(Please attach invoice)

**NOT APPROVED**

**Notes:**

**Stamp:**

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