



1220 North Forest St. • Bellingham, WA 98225 • Fax: 360-734-6816  
315 Westerly Rd. • Bellingham, WA 98226 • Fax: 360-734-3937  
Co-op phone: 360-734-8158  
Email: kevinm@communityfood.coop

## Donation Request Form

Listed below are the Co-op's guidelines for donation requests. When we can, we're happy to accommodate special needs or circumstances.

1. Your request needs to be received at least 10 days before the event. To give you our best service we need to know about your needs 10 to 14 days prior to the event.
2. Generally donations are in the \$25 to \$50 range for gift certificates and in-kind food donations.
3. We prefer to limit the number of donations for individual organizations/programs to a maximum of three to four in any given year.
4. If possible, when in-kind donations are involved we'd like you to place a sign acknowledging the Co-op's donation at the event (We'll provide the signs if you wish).

Today's Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email address and website if you have one: \_\_\_\_\_

\_\_\_\_\_

Purpose and/or mission statement of your organization:

Event (reason you are seeking a donation):

Donation requested (and how you plan to use it):

Event date: \_\_\_\_\_

Date and time you will pick up donation: \_\_\_\_\_

Indicate one (for in-kind donations only):

We'll provide signs

We'd like you to provide the signs to us