# Donation Request Form

Ever'man is pleased to donate to our community whenever possible. We realize there are many causes worthy of support, but we focus our support on a few areas that fit our cooperative mission. Our donation priority is given to neighborhood organizations, non-profits, organizations committed to health (i.e., physical fitness, nutrition,) holistic/alternative health, sustainability and the environment, and social concerns/human rights.

**For budgeting purposes, we ask that each request be made at least 4 weeks in advance.**
In order to donate to as many organizations as possible, Ever'man's donations rarely exceed $25.

Thank you for filling out this form. It helps us greatly with our decision-making and record-keeping. For questions about your donation, please contact Maria Pinochet at (850)433-5353 ex.13 or email marketing@everman.org.

**YOUR NAME:** _____ **TODAY'S DATE:** _____

**CONTACT PHONE:** _____ **YOUR EMAIL:** _____

## ABOUT THE ORGANIZATION

1. Organization seeking the donation: _____
2. Is it a 501(c) 3? (Please submit a copy of the tax-exempt certificate) yes no
3. What is your organization's Mission Statement? Please submit a copy of your organization's mission statement to this form._____
4. Have you received a donation from Ever'man in the past? yes no
4. What's your relationship to the organization? _____
5. Organizations Executive Director or President: _____

## ABOUT THE DONATION

The name and type of the event at which the donation will be used:_____

The goal of the event:_____

The donation will be used for? Auction item prize item refreshments

The exact donation needed? _____

If you're requesting refreshments, how many people are you serving? _____

How will Ever'man be recognized for contributing? _____

## LOGISTICS ABOUT DONATION

We will give you detailed instructions as to where donated items will be available to pick up.

1. Date needed:_____ 2. Time needed:_____
3. Who will pick it up? _____
4. Person's work/home phones: _____

## ADDITIONAL INSTRUCTIONS

Please mail this form to 315 West Garden Street, Pensacola, FL, 32502 or fax to (850) 433-5551, "Attention: Marketing." We strive to acknowledge each donation request within five business days of receiving this request. We will do our best to answer your request within two weeks. If you do not hear back from us, this form may be lost, so please give us a call at (850) 433-5353.