

DONATION REQUEST FORM

ORGANIZATION INFORMATION

Name of Organization:

Address:

City, State, Zip:

Phone: Fax:

General Description of Organization:

Is your organization a 501(c)(3) non-profit organization? yes no

DONATION DETAILS

Donation requests are reviewed on a periodic basis and must be submitted at least 6 - 8 weeks prior to the event to be considered. A response to your request will be sent via email to you within 14 - 21 business days, so please include a valid email address and contact information. If your request is approved, you will receive an official confirmation by email. Due to the high volume of requests received, we are unable to confirm the status of requests or receipt of requests by telephone. Although we are honored to receive many charitable requests, we are not able to support them all. All donations will be evaluated on a case by case basis for approval.

Have we provided donations for this organization in the past? yes no

If yes, when and what donation was received?

Nature of Request:

How will this donation be used?

EVENT INFORMATION

Is there an event associated with this donation? yes no

Description of Event:

Location of Event:

Date of Event: Deadline for Participation:



MEDIA INFORMATION

Advertisement requested? yes no Logo Only? yes no

Will it be printed or electronic? Color or Black and White?

Dimensions: width height
(inches)

Dimensions: width height File format:
(pixels)

Additional comments,
directions or details we may
need to know:

Walton's, Inc. must approve all use of its name and logo prior to production.

CONTACT INFORMATION

Contact Name:

Contact Email:

Contact Phone:

How did you become
acquainted with Walton's, Inc.?:

FOR OFFICE USE ONLY:

PICK UP SIGNATURE

PICK UP DATE

DATE REQUEST RECEIVED

APPROVED OR DECLINED DATE

RESPONSE DATE

