

# Donation Request Form



We are honored to give back to the community we love!

We receive many donation requests per year, and providing all the information below helps us with allocation.

We give in many ways: through monetary contributions; gift certificate and product donations; in-kind donations; sponsorship of community-enhancing events; and volunteering.

Thank you for thinking of K.Jons for your fundraising needs!

**Requests for in-kind and product donations should be made at least four weeks in advance of the scheduled event.**

Please fill out completely:

Date this form is delivered to K.Jons \_\_\_\_\_

Date by which donation is needed

Full Organization Name

Address

Phone Number

Person to Contact/Title or Relationship to Organization

Email

Organization website

--

Who/what does your organization benefit?


EIN/Tax ID#/501(c)(3) status since (date)

--

Title of Event

--

Date of event & time of event

--

Location of event

--

Description of event (in person, online, dinner, gala, silent auction, live auction, etc)


Expected attendance

--

What type of donation are you requesting (product type/gift cert/etc); how can we best be of help?


How will the funds raised for this event be used?


Has this organization received support from K.Jons in the past? If so, when? Amount?


Other helpful information


Thank you for your request!

K.Jons will get back to you after our next Charity Allocation Meeting!