

## Non-Profit Donation Request Form

**Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**In-Kind Donation Type Requested:** \_\_\_\_\_

**Date Donation is Needed:** \_\_\_\_\_

**Summarize the focus of your organization and number of people it impacts:** \_\_\_\_\_  
\_\_\_\_\_

**Describe your event:** \_\_\_\_\_  
\_\_\_\_\_

**Anticipated attendance of event?** \_\_\_\_\_

**What type of advertising is planned to promote event?** \_\_\_\_\_  
\_\_\_\_\_

**How will donation be used?** \_\_\_\_\_  
\_\_\_\_\_

**How will Village Books be recognized as donor?** \_\_\_\_\_  
\_\_\_\_\_

**Have you requested a donation from Village Books before?** \_\_\_\_\_

**If YES, what items and when?** \_\_\_\_\_  
\_\_\_\_\_

DO NOT WRITE BELOW THIS LINE

**Approved: Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Donation Given:** \_\_\_\_\_

**Date Processed:** \_\_\_\_\_  
\_\_\_\_\_