



# THE HOMESTEAD

WWW.HOMESTEADBUTTERY.COM

## DONATION REQUEST FORM

### **OBJECTIVE**

Each year, our company allocates a budget to support community activities through contributions. We are pleased to do our part to assist your organization's programs. However, requests have become so numerous that they exceed our financial capabilities. Therefore, we must fairly distribute our support to as many organizations as possible and ask that you complete this form. Preferential consideration is generally given to requests towards education. If a donation is granted, The Homestead is authorized to use your name as a donation recipient in any Homestead marketing or advertising.

**Please fill out this form at least 14 days prior to the event date to give us time to process your request. Email your completed request to: [sales@homesteadbuttery.com](mailto:sales@homesteadbuttery.com). Incomplete or late proposals may not be considered.**

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

Name of Organization \_\_\_\_\_

Address of organization \_\_\_\_\_

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

Email \_\_\_\_\_

What is the purpose of your organization? \_\_\_\_\_

Has your organization received a donation from The Homestead in the past?  Yes  No

When? \_\_\_\_\_ How often? \_\_\_\_\_

Name and type of event where the donation will be used: \_\_\_\_\_

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

What type of donation are you seeking (monetary, gift card, food)? \_\_\_\_\_

If requesting refreshments, how many people do you wish to serve? \_\_\_\_\_

Is your organization a customer of our company? \_\_\_\_\_

How is recognition given to donors? \_\_\_\_\_

Date Needed \_\_\_\_\_ Time Needed \_\_\_\_\_

Pick-Up Location  Remington  West Lafayette

Person picking up the donation \_\_\_\_\_

Pick-up person's Phone # \_\_\_\_\_ Work # \_\_\_\_\_

*If approved, The Homestead will provide your organization with specific information on where and when the donated product will be available for pick-up.*

**Thank you and we wish you the best on your event!**