



## Donation & Sponsorship Request Form

Sioux Valley Coop is proud to support charitable organizations and fundraisers through donations! Because we get so many requests, they are now reviewed by our staff in order to determine our ability to participate. All requests must be made in person, US mail or fax and must be submitted four (4) weeks in advance of the event in order to be considered. We ask that you also supply us with a detailed letter describing the event and request for donation. Thank you for your consideration!

Organization/Business: \_\_\_\_\_

Registered Nonprofit? YES NO Federal Tax ID Number: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Title: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Event Location: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Phone for Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of Request: \_\_\_\_\_

\_\_\_\_\_

What date do you need the donation by? \_\_\_\_\_

### For Sioux Valley Coop Use:

Date Received: \_\_\_\_\_

Approved By: \_\_\_\_\_

Value: \_\_\_\_\_ Details: \_\_\_\_\_

Form must be filled out completely to be submitted to our committee. Please give us 2 weeks to process the request. **We will reach out to you via email for approval or denial.**