

# DONATION REQUEST FORM

The following information is required for Neighborhood Pharmacy to consider your request.

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Organization's Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please ensure your proposal includes the following information:**

- A description of your organization, including its mission and major accomplishments
- A copy of the letter from the IRS stating your organization's 501(c)(3) status, if applicable.
- A list of key staff and titles and current Board of Directors, including officer status, if applicable

Contact person's relationship to the organization:

Employee \_\_\_\_\_ Volunteer \_\_\_\_\_ Paid Worker \_\_\_\_\_ Fund Raiser \_\_\_\_\_

What services are rendered by your organization? \_\_\_\_\_

What percentage of the donation will be used to help underserved women, children, seniors, the homeless, and LGBTQ+? \_\_\_\_\_

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

What kind of advertising/signage and recognition will Neighborhood Pharmacy receive, if any? \_\_\_\_\_

Which other financial institutions have you approached for donations at this time? please list. \_\_\_\_\_

What type of contribution are you seeking? (Check one)	
<input type="checkbox"/>	Monetary \$ _____ (please be specific)
<input type="checkbox"/>	Neighborhood Pharmacy Promotional Item(s)
	Desired Items: _____

By what date do you need the contribution? \_\_\_\_\_

*Please submit complete proposals no less than 90 days before a contribution is needed. Incomplete or late proposals may not be considered.*

Does your organization do business with Neighborhood Pharmacy? \_\_\_\_\_

To whom should the check be made payable? \_\_\_\_\_

Signature of Organization's Officer: \_\_\_\_\_

*Within 30 days following the event, please provide a letter or program showing how funds were used.*

Req. Number:	Date of Review:	Approved:	Denied:	Conditions:

Internal Use Only