



Form ####

Charitable Donation Request Information/Process

Please Note:

- We make it our policy to keep our donations local, benefiting the communities and customers we serve.
- We make every effort to assist with as many causes as possible, but we cannot guarantee a dollar amount or repeat giving given the number of requests that we receive.
- We also only donate to nonprofit causes. Any requests from other businesses will not be considered.

The Process for requesting funds is as follows:

1. Please submit the following page of information along with any supporting documentation you may have to: 2631 Liberty Ln., Janesville, WI, 53545 – Attn: Donations. Please do not call or email us for status updates on your request.
2. This information will be reviewed as quickly as possible. Please allow 3 weeks in advance of your event for consideration.
3. Organizations which have received an allocation will receive it within a week of the decision.
 - a. Please notice that organizations which have not received an allocation will not be contacted to inform them of that decision.
 - b. Please do not contact us for the status of your request.



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Charitable Event/Cause Details

Name of Organization: _____
(Please Print)

Mailing Address: _____
(for gift card / contribution) (Please Print)

Name of Contact: _____ Phone Number: _____
(Please Print) (Please Print)

Email Address: _____
(Please Print)

Amount Requested: _____ Today's Date: _____
(Please Print) (Please Print)

Event Date: _____ Event Location: _____
(Please Print. Example Answer: "7/1/13-9/30/13") (Please Print)

Explanation of Event/Cause: _____

(Please Include Additional Documentation As Needed.)

Explanation for Usage of Donation: _____

(Please Include Additional Documentation As Needed.)

Has Your Organization Been Considered for a Donation Request in the Past? _____
(Please Print)

Please attach to this document any other information which you deem relevant:

This may include dates for events the advertisement will be seen in,
historical information about the group, how many members your group has,
how much money you raise from public and private sources, etc, etc.