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# Donation Request

At Arber Greenhouses Ltd., we contribute to a large number of worthwhile and charitable causes. We do so gladly, because we like to play an active and positive roll in our community. However, we receive hundreds of requests, like yours, for consideration. In order for us to properly evaluate all requests, and for our records, we ask you to fill out this short questionnaire. We will notify you as soon as possible if a donation request has been approved. Thank you for helping our community!

**Organization Name:** \_\_\_\_\_ **Charitable ID#:** \_\_\_\_\_

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

**Contact Person:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_ **Date & Time of Event:** \_\_\_\_\_

**Expected Attendance:** \_\_\_\_\_ **Geographic Profile of Attendees:** \_\_\_\_\_

**How will Arber's name / donation be promoted?:** \_\_\_\_\_

**Has your organization requested or been given a donation from us in the past? YES / NO**

**If yes, when?** \_\_\_\_\_

**If yes, what did Arber give in the past?** \_\_\_\_\_

**If you are asking for a specific donation, please state what it is:** \_\_\_\_\_

**How will our Gift be used?** **Door Prize**                      **Raffle Prize**                      **Silent Auction**  
**Other, please describe:** \_\_\_\_\_

**If you are asking other businesses for donations, what is the nature and approximate value of the gift you are receiving?:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

**Print Name:** \_\_\_\_\_

<p>Internal Use:</p> <p>Date Received: _____ Approved by: _____</p> <p>Description of items approved: _____</p>
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