



**DONATION
REQUEST
FORM**

At Manley's Basics, we contribute to a large number of worthwhile and charitable causes. We do so gladly because we like to play a positive role in our community. However, we do receive hundreds of requests like yours for consideration. In order for us to properly evaluate all requests, and for our own records, we ask you to fill out this short questionnaire. We will notify you as soon as possible if your request is approved. Thanks for everything you do for Sarnia Lambton!

Fax request to 519-336-1404 or email to lisah@manleys.com

Organization Name: _____ Charitable ID # _____

Organization Address: _____

Event Name & Description: _____

Contact Person/Phone: _____ Email Address _____

Place of Event: _____ Date & Time of Event: _____

Expected Attendance: _____

How will Manley's Basics name/donation be promoted? _____

Has your organization requested a donation in the past? No / Yes

If yes, when? _____ What did we give? _____

How will our gift be used?

Door Prize _____ Raffle Prize _____ Silent Auction _____

Other, Please Describe: _____

Is Manley's Basics currently your single source stationery supplier? _____

Approximately how much money do you spend with us each year? _____

(Print Name)

(Signature)

Internal Use Only:
Date Received:

Approved by: