



700 Main Street West, Ashland, WI 54806  
(715) 682-8251

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## Donation Policy

The Chequamegon Food Co-op is pleased to offer small financial and in-kind donations to a variety of local community organizations and groups through our Community Outreach and Donations Program. This program is administered by the Marketing & Member Services Manager.

The primary purpose of our donation program is to assist with funds for special projects and fundraising by LOCAL organizations that meet the following criteria:

- Donations will be made on a first come, first served basis from a limited monthly fund. Once a month's budget is reached, no other funds will be available that month.
- Most of our support is provided in the form of Co-op gift cards that can be used to purchase food or given away as a raffle prize. Generally, these gift cards do not exceed \$25.
- Priority will be given to projects and organizations that align with the Co-op's mission to provide access to healthy, locally produced goods, ensure a thriving local economy, and create a knowledgeable community informed about choices that impact the economy, personal wellness, and the environment.
- Requests must be made via the Donation Request Form, which is available at the Co-op.

It will take up to four weeks to process your request. You will be contacted by phone regarding the status of your donation within this time period. Donation requests made within one week prior to the event date will not be considered. Please remember that we receive a large number of donation requests and unfortunately it is impossible to fulfill every one. Thank you!

Please feel free to contact the Marketing & Member Services Manager at Chequamegon Food Co-op with any additional questions you might have pertaining to the donation program.

10.12.16



**CHEQUAMEGON  
FOOD CO-OP**

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## Donation Request Form

Please read our complete Donation Policy on the back of this form. Our monthly donations budget is limited and on a first come, first served basis, so we advise you to apply at least four weeks in advance of your event. Priority is given to organizations and events involved in holistic health, the environment, food, and nutrition.

### **ATTENTION! Before you apply for a donation, please confirm that you qualify:**

**1. Are you applying on behalf of a LOCAL nonprofit, education, or health care organization?**

If yes, go to question 2. If no, sorry but you don't qualify.

**2. Is the donation for a LOCAL project or event that will benefit the community or only an individual?**

If for the community, go to question 3. If for an individual, sorry but you don't qualify.

**3. Is your event more than a week away?**

If yes, you qualify. If no, sorry but you don't qualify.

Today's Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Date Donation Needed By: \_\_\_\_\_

What type of donation are you requesting? Please be as specific as possible:

\$25 gift card     \$25 gift basket     Other: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Location: \_\_\_\_\_

Event Date: \_\_\_\_\_ # of People Expected: \_\_\_\_\_

Event Theme:     Wellness     Environment     Food     Other: \_\_\_\_\_

If your request is approved, how would the Chequamegon Food Co-op's participation be publicized?

Please feel free to attach additional information (flyers, posters, announcements, etc.).

Poster     Newspaper Ad     Website     Facebook  
 Twitter     Banner     T-Shirt     Other: \_\_\_\_\_

Are you (or someone in your organization) a member of the Co-op? YES or NO

**Please return this form off at the Customer Service desk, or mail it to the attention of Meagan Van Beest at Chequamegon Food Co-op, 700 Main Street West, Ashland, WI 54806. Thank you!**