



<b>For Office Use Only</b>		
Approved:	Y	N
CONTACT DATE:		
DONATION:		

## DONATION REQUEST FORM

Lee's MarketPlace is excited to participate in fundraising events for non-profit charities or organizations. Please return this form to the Service Desk when completed.

**Remember:**

- Fundraising events must be for non-profit charities or organizations
- This form must be turned in 2 weeks prior to event for consideration
- All donations are reviewed weekly
- Please note that Lee's MarketPlace does not donate to any personal or one person causes: i.e., sponsorships for trips or pageants.

ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

**PLEASE CHECK ALL THAT APPLY:**

- PRODUCT DONATION - PRODUCT AND AMOUNT \_\_\_\_\_
- GIFT CARD - AMOUNT DESIRED \_\_\_\_\_
- FRONT OF STORE SPACE- DATES DESIRED \_\_\_\_\_
- CASH DONATION\* – AMOUNT \_\_\_\_\_

\*Corporate Approval; must be turned in 4 weeks prior to date needed

Please describe in detail or attach your Organization's event or purpose and your desired donation:

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