

Donation Request Form

The Gilbert Brown Foundation

PO Box 228 | Ettrick, WI 54627

Phone: (608) 525-2326

www.gilbertbrownfoundation.org



The Gilbert Brown Foundation is committed to positively impacting the communities it serves by providing assistance to local schools, churches, organizations and charities. We are happy to support your organizations fundraising endeavors through the following "Donations Request Form." which has been developed as a way to create consistency and fairness to organizations that ask for Champion Riverside Resort's support. Since we receive a large volume of requests, please be aware that we attempt to fulfill as many requests as possible but cannot guarantee that every donation request will be met.

Area of Focus:

The Gilbert Brown Foundation places priority on giving to organizations that align with our mission statement and are of interest to the communities we serve; however we are unable to honor requests or make contributions to the following:

- Donations intended for resale.
- Donations for monetary support.

How To Apply For A Donation:

- All donation requests must be submitted online, in person, by fax or by e-mail on The Gilbert Brown Foundation "Donation Request Form" (attached) at least three weeks prior to the event date. If submitted less than three weeks in advance, donations requests may not be granted.
- Also, you **MUST** submit a copy of the event poster/flyer along with the formal donation letter. No exceptions.
- Submit your completed "Donation Request Form" and event poster by e-mail to carrie@seversonandassociates.com, by fax to (608) 525-2328, or mail to Attn: Donations, PO Box 228, Ettrick, WI 54627.
- In an effort to fulfill as many requests as possible, The Gilbert Brown Foundation will only honor one (1) request per organization/applicant in a year's time.
- Incomplete applications will not be processed. All areas of the application are required and **MUST** be filled out.

Application Processing:

- Please allow a minimum of three weeks to process your donation request. During holidays and other busy seasons, typically April through October, it could take up to four weeks for processing. During these months it is best to send in your application six to eight (6 to 8) weeks in advance.
- Due to the high volume of requests received, The Gilbert Brown Foundation asks that telephone or email inquiries regarding the status of your request, not be made.
- All donation decisions made by The Gilbert Brown Foundation are final and will be mailed or made available for pick up according to the date of the event and/or date donation is needed. It will be the responsibility of the primary contact listed on the following form to pick up the donation or make arrangements for another person to pick it up.

Acknowledgement:

Please acknowledge that you have read and understand the Donations Policies and Procedures outlined above, and that your organization meets our requirements as stated, by entering your name below:

Requestor's Name: _____

Name of Organization: _____

Date Signed: _____

1. Contact Information

Organization/Applicant(s) Name: _____

(If Business Request) Primary Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

2. Event Details

Event Name: _____

Event Date: _____ Event Time: _____

Event Location: _____

What/who will this event benefit? _____

3. Donation Request Details

How will this donation be used at the event? _____

Donation Deadline: _____

Please check all advertising areas that The Gilbert Brown Foundation will be mentioned and/or logo used:

- Facebook Event Newspaper Ad TV Ads Radio Ads Email Blasts
 Printed Posters Event Banners Other: _____

Is there an opportunity for us to provide promotional literature to pass out? Yes No

If yes, how many attendees are expected at event? _____

Please submit both pages of your completed "Donation Request Form" and a copy of the event poster/flyer one of the following ways:

1. You can print, fill out and email the form and event poster to: ***Carrie@seversonandassociates.com***
2. You can print, fill out and fax the form & event poster to: ***(608) 525-2328 - Attn: Donation Committee***