

# DONATION REQUEST FORM

(Requests of less than \$1,000)



## Contribution Policy

CFS' contribution policy is to support community functions in our trade territory, school districts, ag-related organizations, student organizations (such as 4-H, FHA, FFA), whose parents would typically be customers of CFS. CFS will not support individuals directly to participate in any activity or function.

### Donation Guidelines:

- CFS will only consider donation requests that are submitted on this form. We will not handle requests over the counter or by phone.
- Your request will be reviewed and considered by management in a timely manner.

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

Name of Event: \_\_\_\_\_

Date/Place/Time of Event: \_\_\_\_\_

Anticipated number of attendees or how many people will this affect: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Address: \_\_\_\_\_

Contact Person Phone # and E-mail Address: \_\_\_\_\_

What type of donation are you asking for (ex: product, services, cash, discount): \_\_\_\_\_

Amount of donation request: \_\_\_\_\_

Please briefly note how this event will benefit the community: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please briefly describe how CFS will receive recognition for this donation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit to: CFS, Attn: Stephanie Peterson

speterson@cfscoop.com or mail to: 712 N Cedar, Owatonna, MN 55060