



DONATION REQUEST FORM

Mars Cafe strives to be a socially responsible citizen. We believe it is our chosen responsibility to make contributions in order to strengthen the community. There are many causes worthy of support, and Mars Cafe will try to focus on the areas we feel our impact can be greatest.

Thank you for filling out this request form. It helps us immensely with our decision-making and record-keeping. We appreciate your time in assisting us to make effective decisions and improve the community.

YOUR NAME: _____ TODAY'S DATE: _____

YOUR PHONE: _____ YOUR EMAIL: _____

ABOUT YOUR ORGANIZATION

1. The organization seeking the donation: _____
Is it a 501(c)3? (Please submit a copy of the tax exempt certificate) yes no
2. What is your organization's mission? Please submit mission statement and/or organization's Web site address: _____

3. Has it received a donation from Mars Cafe in the past? yes no
4. Your relationship to the organization: _____
5. Organization's Executive Director: _____
6. Organization's Board President: _____

ABOUT THE DONATION

1. The name and type of event at which the donation will be used: _____

2. The event's goal: _____
3. What will the donation be used for? auction item prize item refreshments
4. The exact donation you are seeking? _____
5. If requesting refreshments, how many people do you wish to serve with the Mars Cafe contribution? _____
6. Recognition to donors (at the event, prior, subsequent, etc): _____

LOGISTIC BASICS

We will provide specific information as to donation product pick-up.

1. Date needed: _____
2. Time needed: _____
3. Who will pick it up? _____
4. Person's work/home phones: _____

SIMPLE INSTRUCTIONS

Please mail this form to 2318 University Ave., Des Moines, IA, 50311. Mark "Attention: Donation Request"

Please understand that the more lead time we are given to consider your request, the greater chance we can find some way to help you. If you haven't heard back from us within two weeks, please give us a call at 515.369.6277.

FOR MARS USE:

Date Received:

Date of Reply:

Approved or Declined?

Item(s) Donated:

Decision Made by:

Del/PU/Posted Date: