



**Prairie Co-op**

# Donation Request Form

Requests must be submitted at least **ONE WEEK** before event. Submit by:

- Email completed form to [marketing@prairiecoop.com](mailto:marketing@prairiecoop.com), or
- Mail to Prairie Co-op, Box 1330, Melville SK S0A 2P0, or
- Drop off at the Administration Office, 751 7th Ave W., Melville, SK or
- Fax to (306) 728-2875

Date: \_\_\_\_\_ Date to be picked up: \_\_\_\_\_

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

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Function Being Held / Reason for Request \_\_\_\_\_

Are you a non-profit organization? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you received a donation from Prairie Co-op this year? Yes \_\_\_\_\_ No \_\_\_\_\_

Does your organization have a Co-op membership number? Yes \_\_\_\_\_ No \_\_\_\_\_ # \_\_\_\_\_

Approximate number of people involved in your organization: \_\_\_\_\_

Our organization/group is requesting the following:

\_\_\_\_\_  
\_\_\_\_\_

Please provide as much information as possible to help us evaluate your request.

**Request may require Board of Director approval.**

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### FOR OFFICE USE ONLY

DATE APPROVED \_\_\_\_\_

DATE PAID \_\_\_\_\_

AMOUNT APPROVED \_\_\_\_\_

REFERENCE \_\_\_\_\_

APPROVING OFFICER \_\_\_\_\_