

# Donation Request Form

Ranch Outlet welcomes your requests but asks that you submit the proper paperwork before we consider any donations.

**Organization Name and Tax ID number.** We need to know who you are, and that you are a real organization that can be verified. We also need your Tax ID number for our own tax purposes.

**Responsible Party's Contact Information.** We need to know who to contact if there are questions or concerns, and who will be responsible for handling the donation. If we can't reasonably contact someone who knows something about your donation request, your request may be denied.

**Donation Request Information.** Please be as specific and thorough as possible in this section. It is a lot quicker and easier to process requests if we know what exactly is being requested. We also want to know specifics about what the donation will be used for. The more information we have, the better we are able to determine the merits of your request. If we have to guess as to what you are looking for, or we can't find out what it will be used for, your request may be denied.

**Donation Deadlines.** Please be considerate when sending a donation request and give us adequate time to process it. Last minute requests are likely to be denied if we don't have adequate time to review them. **We need at least 2-3 weeks, preferably a month or more to process requests.** The less time you give us, the more likely it is that your request will be denied. This is especially true in our busier seasons.

**Promotional Materials and Acknowledgments.** We always welcome acknowledgments, website links, and being included in your promotional or event materials. If you are going to mention us, please let us know on the donation form. We will gladly get you contact and website information, logos and company images, or company "donated by" signage if you let us know ahead of time.

# Donation Request Form

**Contact Information**

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

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

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Federal Tax ID#: \_\_\_\_\_

Authorized Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

**Donation Request Information**

What kind of donation are you looking for, and what will it be used for? Please be as specific as possible (specific items you need, merchandise, restaurant gift cards, items for auction, etc).

\_\_\_\_\_

What is your donation deadline? \_\_\_\_\_

Are donations publicly acknowledged, and if so how? (Auction catalog, website, signs, etc)

Is this donation for an event? \_\_\_\_\_ If yes, please let us know some specifics:

Event Name and Description: \_\_\_\_\_

\_\_\_\_\_

Event Location: \_\_\_\_\_

Date: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

**Please Fax completed form to 337.235.8173 or email to [lindsey@ranchoutlet.com](mailto:lindsey@ranchoutlet.com)**