

# DONATION REQUEST FORM

## PAM'S FLOWER GARDEN

793 Princess Street, Kingston, ON K7L 1E9

Tel: 613-549-8160

Fax: 613-530-2189

Email: [pamsflowergarden@gmail.com](mailto:pamsflowergarden@gmail.com)

Website: [www.pamsflowergarden.com](http://www.pamsflowergarden.com)

At Pam's Flower Garden, we contribute to a large number of worthwhile and charitable causes. We do so gladly, because we would like to play an active and positive role in our community. However, we receive hundreds of requests like yours for consideration. In order for us to properly evaluate all requests, and for our records, we ask you to complete this short questionnaire. We will notify you as soon as possible if a donation request is approved, usually within a week.

Thank you for helping our community.

Organization Name \_\_\_\_\_ Charitable ID# \_\_\_\_\_

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

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Contact Person's Email Address: \_\_\_\_\_

Place of Event \_\_\_\_\_ Date & Time of Event \_\_\_\_\_

Expected Attendance \_\_\_\_\_

Geographic Profile of Attendees \_\_\_\_\_

How will Pam's Flower Garden's name/donation be promoted? \_\_\_\_\_

Has your organization requested or been given a donation from us in the past? No / Yes

If yes - When? \_\_\_\_\_ If yes - What did we give \_\_\_\_\_

If you are asking for a specific donation, please state what it would be \_\_\_\_\_

How will our gift be used? Door Prize \_\_\_\_\_ Raffle Prize \_\_\_\_\_ Silent Auction \_\_\_\_\_ Other \_\_\_\_\_

If you are asking other businesses for donations, what is the nature and approximate value of the gift you are receiving? \_\_\_\_\_

Would you like to receive emails from Pam's flower Garden on a regular basis, letting you know about our specials and new arrivals? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_

Date Received \_\_\_\_\_ Approved by \_\_\_\_\_

