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Gateway Co-op Donation Request Form

Donation request form is required for all requests. In order to expedite your donation request, please ensure the form is completed in its entirety. Requests must be received two weeks prior to the date donation is requested.

Name of organization: _____

Community of organization: _____ Buchanan _____ Sturgis _____ Other: _____
_____ Canora _____ Preeceville

Contact person: _____

Telephone number: _____ Email address: _____

Does your organization have a Gateway Co-op number? Yes _____ No _____

Has your organization received support from Gateway Co-op in the past 12 months? Yes _____ No _____

How will you acknowledge Gateway Co-op's support? _____

What is the date of your event? _____

What type of event will you be hosting? _____

What type of donation are you requesting? (monetary, food, prize, etc.) _____

Amount of donation requested: _____

Donations over \$200.00 require Board approval, therefore they must be submitted 6 weeks in advance.

Copy of donation letter attached (optional): Yes _____ No _____

Additional comments: _____

Signature: _____

Date: _____

Recipients are chosen at the discretion of Gateway Co-operative Ltd.

Preference is given to causes and organizations that align with Gateway Co-op's values.

Completed form can be returned to any Gateway Co-op location or emailed to gateway.coop@sasktel.net.

Visit your local Gateway Co-op branch in Buchanan, Canora, Preeceville and Sturgis.

Responsibility • Respect • Excellence

INTERNAL USE ONLY:

Request number: _____

Approval: _____

Previous support amount: _____ Date: _____

Group Contacted? Yes _____ No _____ By: _____ Date: _____

Donation to be given: _____

Pick up date: _____ Pick up location: _____

Department contacted: _____ Date: _____ By: _____