



Busy Bee Donation Request Form

Due to the volume of requests we receive, the following requirements must be met when submitting a donation proposal:

- All requests must be submitted through our donation request procedure.
- Requests must be made a minimum of six (6) weeks in advance of the event.
- The requested items must be used to **benefit a non-profit organization or cause**. Please include the 501 (c) (3) form when returning the application.
- The organization must be located within the vicinity of a store or benefit the general market area.

Store closest to your event: _____

Name of Organization: _____

Non-Profit Tax ID – Remember to include form with application: _____

First and Last Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Is this Request for a Product Donation _____ or Event Sponsorship? _____

Donation Requested: _____

If for an event, please provide:

Event Name: _____

Time and Date of Event: _____

Event Location: _____

Expected Number in Attendance: _____

Event Description: _____

Will there be pre-event advertising? Yes _____ No _____ . If yes, please provide a description of advertising. _____

Will there be event advertising? Yes _____ No _____ . If yes, please provide a description of advertising. _____