

First Alternative Donation Application

First Alternative grants donations only to non-profit, educational and service organizations **once per calendar year**. Our priority is to provide support for organizations within Benton County, but we do consider applications from outside our locale. We will make a decision on your request **within two weeks** from the time your application is received. Return the *fully completed* form to the Customer Service Desk. Thank you.

Organization: _____ Non-Profit Tax ID: _____

Today's date: _____ Date donation is needed: _____

Contact Person: _____ Phone (day) _____ (eve.) _____

Mailing Address: _____

Email Address: _____ Have you received a donation this year? Yes No

Gift card for purchase of merchandise at First Alternative (Maximum \$30.00)

Other: _____

Your donation will be held at the South Store Customer Service Desk, unless you request to have it mailed to you.

What is the mission of your non-profit?

How will you use the requested donation?

In what ways would your organization provide public recognition of the Co-op's donation? (letters to the Gazette Times, signage at the event, mention in your organization's publication, etc.)

If you have additional information you'd like us to know about your organization, please attach it to this form.

OFFICE USE ONLY													
Approved for: <input type="checkbox"/> \$30 Gift card <input type="checkbox"/> Other (specify) _____													
By: _____	<table border="1"><thead><tr><th><u>Approval Notification:</u></th><th><u>By</u></th><th><u>Date</u></th></tr></thead><tbody><tr><td>Called contact:</td><td>_____</td><td>_____</td></tr><tr><td>Reminder call:</td><td>_____</td><td>_____</td></tr><tr><td>Special Instructions:</td><td colspan="2">_____ _____ _____</td></tr></tbody></table>	<u>Approval Notification:</u>	<u>By</u>	<u>Date</u>	Called contact:	_____	_____	Reminder call:	_____	_____	Special Instructions:	_____ _____ _____	
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<p style="text-align: center;">Customer Service:</p> <ul style="list-style-type: none">• For all donations picked up in the store, have recipient sign below.• For \$30.00 Gift card, staple register receipt to this form and place in Special Receipts envelope.• For donations of merchandise, ring up items and attach "saved transaction" receipt to this form and send to Finance. <p>_____ Signature of donation recipient</p>													