



## Donation Application

Please read Wheatsfield's donation guidelines before submitting your application.

Your completed application must be received 2-4 weeks in advance of your event date in order to be considered. You will receive written confirmation if Wheatsfield is able to honor your request or not. Although we would like to consider every worthwhile cause, due to the volume of applications we receive and limited budgets, it is not possible to fulfill every request.

Today's Date \_\_\_\_\_ Event Date \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Are you a Co-op Member-Owner?  yes: Member-owner # \_\_\_\_\_  no

Is your organization a non-profit?  yes  no

Name & description of event/program: \_\_\_\_\_

\_\_\_\_\_

How many attendees to you expect? \_\_\_\_\_ Is this event  public or  private.

Will the event cost money to attend? \_\_\_\_\_ If so, how much, and where will the proceeds go? \_\_\_\_\_

\_\_\_\_\_

How will Wheatsfield be acknowledge for this donation? \_\_\_\_\_

\_\_\_\_\_

Requesting

Wheatsfield Gift Card  Product \_\_\_\_\_

Gift Basket  Change for Community  Other \_\_\_\_\_

When do you need the donation by? \_\_\_\_\_

**Please mail, fax, or drop-off your application and any relevant information you would like us to review to:**

Melissa Lanphere, Marketing Manager  
Wheatsfield Cooperative  
413 Northwestern Ave, Ames Iowa, 50010

marketing@wheatsfield.coop  
Tel: 515-232-4094  
Fax: 515-233-0040

Wheatsfield Use Only

Not Approved  Approved  Total \$ \_\_\_\_\_  Pick up \_\_\_\_\_



## Donation Guidelines

*Wheatsfield Cooperative's mission is to offer food, services and education to support the health of the environment and community.*

*Please review the following information before completing your Wheatsfield Co-op donation application.*

1. Requests must be made formally using the donation application.
2. Only one donation per year will be made to any given organization. Please plan appropriately and decide when it is best to request a donation from Wheatsfield Co-op.
3. Your organization or event must be located within Ames. Some exceptions may apply.
4. The application must be received at least 2-4 weeks before the event date in order to be considered. All applications are reviewed on a first-come, first-serve basis. Due to a limited donation budget, early submission is recommended.
5. Donation consideration is given to organizations that promote:
  - natural and organic foods,
  - nutrition,
  - sustainability, and/or
  - environmental and community improvement.
6. Requests from the following organizations will not be considered by Wheatsfield Co-op
  - Political candidates, parties, or advocacy organizations
  - Religiously affiliated organizations
  - Service clubs or fraternal organizations
  - Third-party fundraisers
  - Private clubs funded through membership fees
  - Sporting events or sports teams
  - Individuals/sponsorship of individuals
7. Past support of an organization or event is not a guarantee of future support.

To be considered for a donation, please return your completed application to Wheatsfield Co-op along with any background information on your event and your organization.

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