



Donation Request Form

Date Request Submitted \_\_\_\_\_

Organization \_\_\_\_\_

Tax Exempt ID \_\_\_\_\_

Purpose of Donation \_\_\_\_\_

Date Needed \_\_\_\_\_

(must be a minimum of four 4 weeks from request date)

Contact Person &  
Contact Info (phone number/email) \_\_\_\_\_

Please attach a written request on your not-for-profit organization's letterhead and include with your fax. Be sure to include the following info:

- A brief overview of your organization
- A description of the project or event for which the donation will be used
- A *detailed* request of items requested for the event or the specific dollar amount of the donation
- The date the donation is required
- How the market will be acknowledged as a contributor

The volume of requests is significant and we are unable to respond to or support all submissions. If we are able to fulfill your request, you will be notified within four (4) weeks after the date that your request was received.

It is important to note that we do not donate to political organizations, organizations that discriminate and we do not donate to individuals.

We no longer purchase journal ads of any kind.

We reserve the right to refuse any submission.

1824 SPRUCE STREET, SUITE 100, PHILADELPHIA, PA 19103 • PHONE 215-985-5790 • FAX 215-985-5932

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