

DONATION REQUEST FORM

WE LOVE TO SUPPORT LOCAL INITIATIVES AND WE ARE HAPPY TO MAKE A ONCE OFF DONATION OF A SMALL FUDGE JAR & COFFEE/CAKE VOUCHER TO SUPPORT YOUR ORGANISATION'S EVENT. TO TAKE ADVANTAGE OF THIS, SIMPLY FILL IN THIS DONATION REQUEST FORM, ATTACH ALL THE REQUIRED DOCUMENTATION AND RETURN IT TO US AT THE STORE OR EMAIL IT THROUGH TO US AT INFO@LESORELLETHESISTERS.COM.AU



ORGANISATION DETAILS

DATE OF APPLICATION:	
ORGANISATION NAME:	
ORGANISATION ADDRESS:	
ORGANISATION ABN:	
CONTACT NAME:	
CONTACT PHONE NUMBER:	
OFFICIAL REQUEST LETTER:	<input type="checkbox"/> I HAVE ATTACHED A DONATION REQUEST LETTER
REQUESTED COLLECTION DATE:	

CONDITIONS OF DONATION

1. ALL DONATIONS ARE IN THE FORM OF 1X SMALL FUDGE JAR & 1X COFFEE & CAKE VOUCHER.
2. COFFEE & CAKE VOUCHERS COVER COSTS UP TO A VALUE OF \$15. ANYTHING SPENT OVER THIS AMOUNT WILL NEED TO BE PAID FOR BY THE RECIPIENT OF THE VOUCHER.
3. WE DO NOT OFFER DONATIONS IN THE WAY OR CASH OR SPONSORSHIP.
4. PLEASE ALLOW 7-10 DAYS FOR A REPLY REGARDING YOUR REQUEST.
5. ALL APPLICATIONS MUST BE MADE VIA THIS OFFICIAL APPLICATION FORM.
6. REQUEST LETTERS MUST BE SUBMITTED ON ORGANISATIONS OFFICIAL LETTERHEAD AND MUST OUTLINE WHY THIS DONATION IS REQUIRED AND HOW IT WILL BE USED TO SUPPORT YOUR FUNDRAISER OR EVENT.
7. WE RESERVE THE RIGHT TO DENY ANY APPLICATION THAT CONFLICTS OUR OWN BUSINESS VALUES & PRINCIPLES

OFFICE USE ONLY	
DOCUMENTATION:	<input type="checkbox"/> REQUEST FORM <input type="checkbox"/> ORGANISATION DONATION LETTER
APPLICATION APPROVAL:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> RECIPIENT NOTIFIED <input type="checkbox"/> PREPARED
APPROVED BY:	
COLLECTION DATE:	
COLLECTED BY NAME:	
COLLECTED BY SIGNATURE:	