



PLANTERRA®

Since 1973

PLANTERRA DONATION REQUEST FORM

Planterra has a longstanding history of supporting non-profits and causes that improve and strengthen the fabric of our community. As a local, family-owned company we are not able to accommodate all the donation requests that we receive. Our budget for in-kind donations are set annually and is usually planned one year in advance.

ABOUT OUR DONATIONS

- Most of our company giving is in-kind (non-cash). This allows us to contribute to a greater number of charities and causes.
- Donations are encouraged to be submitted as early as possible. This will give us the chance to thoughtfully consider your request and include it in our budget. The minimum lead-time is six weeks for all donation requests.
- Donations are reserved for 501(c)3 organizations.
- Donated items are subject to availability and substitutions apply. Exact varieties or colors cannot be guaranteed. Oversized items cannot be picked-up and delivery fees may apply.

DONATION REQUEST FORM

PRIMARY CONTACT INFORMATION

Name:

Phone Number:

E-Mail:

Mailing Address:

City:

State:

Zip code:

ORGANIZATION INFORMATION

Organization Name:

Organization Website:

Organization Phone Number:

Mailing Address:

City:

State:

Zip code:

Is the organization a 501(c)3? Please submit a copy of your tax-exempt certificate. Yes No

Has the organization received a donation from Planterra in the past? Yes No

If yes, what and when?

What is your relationship to the organization?

What is your relationship to Planterra?



EVENT AND DONATION INFORMATION

Name of Event:

Date of Event:

Venue Location:

Event Start Time:

Item Delivery Time:

Item Pick-Up Time:

Event Site Contact Name:

Phone Number:

What is the purpose of the event?

If a fundraiser, what is the financial goal?

What is the ticket price per attendee?

How many guests are expected to attend the event?

How will Planterra be recognized for the donation?

Does the donation include complimentary tickets or advertising? If yes, please explain:

How will the event be promoted?

What type of donation?

Conservatory

Prize Item (i.e. door prize, raffle item)

Event Centerpieces

Other (Explain in request portion below)

Auction Item

Please describe your specific request:

CHECKLIST ITEMS TO ATTACH:

- Letter of Non-Profit Tax Exempt Status
- List of Organizations Board and Event Committee on Organization's letterhead.
- Copy of your Organization's mission statement.

Please print and mail this form, along with checklist items, to Planterra Corporation, 7315 Drake Rd, West Bloomfield, MI 48322, USA. Attention: Non-Profit Programs. If you do not receive a response within three weeks, it may have become lost in transit. Please give us a call at (248)661-1515.

For Planterra Use Only

Date Received:

Approved:

Amount Approved:

Date of Reply:

Decision Made By:

Charge to Account: