



1711 Lodge Drive
Janesville, WI 53545
(608) 754-3925

Basics Cooperative Donation Request

1. **We require a minimum of 30 days notice for donation requests.**
2. Basics is cooperatively owned by more than 5,000 individuals in our area. To best represent and serve our very diverse ownership, organizations must meet all of the following criteria for the request to be considered: the organization must be non-profit, non-partisan, secular, and does not discriminate on the basis of race, creed, sex, national origin, age, sexual orientation, or physical disability.
3. Additionally, the organization or event must meet at least one of the following criteria- supports the mission and values of Basics Co-op, serves local communities, supports ecological sustainability, promotes physical community sustainability and health, empowers marginalized community members, supports cultural or environmental competency, actively promotes community arts or alternative expression.
4. Once the above criteria are met, requests will also be considered in the context of the total number of requests for each month, the dollar amount of the request, whether it is feasible for us to provide the requested item(s) and the order in which requests are received.
5. Event donations will be limited to once per organization per calendar year.
6. Please submit the following in writing to the Basics Customer Service desk. Due to the large volume of donation requests we receive, verbal requests are not considered and we ask that you do not contact us after submitting your request. **If we are able to accommodate, we will contact you.**

Today's Date: _____

Name of Organization: _____

Name/Description of Event:

Item Requested, Quantity: _____

Requested Pickup Date: _____

Contact Person: _____

Contact's Phone or Email: _____

Name of pickup person (if other): _____