



4212 Southtowne Drive
Eau Claire, WI 54701
715.834.1733
www.thecoffeegrounds.com

Donation Request Form

We are happy to receive your request for help with community projects and charitable events. Each year we receive many requests for donations and we try to fill as many as possible. Since we try to spread as much generosity as possible throughout the area we do not necessarily donate to the same organizations each year.

To help us evaluate all requests for charitable contributions fairly and consistently, we only review requests that are submitted on this form.

OUR DONATION GUIDELINES:

- We only donate merchandise – **no cash donations, gift certificates, or gift baskets.**
- We cannot handle requests over the phone, at the counter, or through the mail.
- **Donations are filled monthly on a first-come, first-serve basis.** Because of the volume of requests we receive, it is more likely we can help you if you make your request early in the month.
- We will consider a donation to an event or organization once a year.

Contact person _____

Phone number _____ Email address _____

Organization name (if any) _____

Are you a current customer of The Coffee Grounds? _____

If so, how often do you frequent our store? _____

Have you or your organization received a donation from us in the past year? _____

The name and type of event at which the donation will be used:

How many people will be attending this event _____

Event date _____

Type of donation requested _____

What will the donation be used for?

Auction _____

Prize _____

Refreshment _____

Other (please describe) _____

Pick-up date _____

We will contact you by email with our response.