



Pembina

Pembina Consumers Co-op (2000) Ltd.

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Proudly serving the communities of Baldur, Crystal City, Cypress River, Glenboro, Homewood, Manitou, Mariapolis, Minto, Notre-Dame-de-Lourdes, Oakbank, Pilot Mound, Souris, Saint-Claude, Saint-Léon, and Swan Lake and more.

REQUEST FOR DONATION FORM

v.1.5 (Apr 2018)

*A guide on how to complete this form is provided on the other side. If you have an official Letter of Request, you may attach it to this form.

ABOUT YOU AND YOUR ORGANIZATION

Form section for 'ABOUT YOU AND YOUR ORGANIZATION' with fields for Name of Org, Your Name, Your Email, Org's Mailing Addr, Type of Org, Your Role in Org, and Your Day Ph Nbr.

ABOUT YOUR EVENT / PROJECT / CAMPAIGN

Form section for 'ABOUT YOUR EVENT / PROJECT / CAMPAIGN' with fields for Name of Event, Location/Venue, Purpose of Event, Event Type, and Date.

ABOUT YOUR REQUEST

Form section for 'ABOUT YOUR REQUEST' with fields for Suggested Form, Suggested Amount, Suggested Method of Delivery, and Form(s) of Recognition.

★ ADDITIONAL COMMENTS

Large empty text box for 'ADDITIONAL COMMENTS'.

By signing below, you authorise and agree for Pembina Consumers Co-op (2000) Ltd., ("Pembina Co-op") to share and publish information regarding this event, project or campaign, your organization and/or Pembina Co-op's involvement in this event, project or campaign.

YOUR SIGNATURE: _____ DATE: _____

↓ FOR OFFICE USE ONLY ↓

Table for 'FOR OFFICE USE ONLY' with columns: REC'D BY + DATE, NOTES, REQ ID#.

Table for 'APPROVAL LOG' with columns: DEC'N, DATE, APPROVER(S).

Table for 'DELIVERY LOG' with columns: DON ID#, DELIVERY LOG, CODING.

Thank you for your submission.

While we work hard to process each request quickly, please allow up to four (4) weeks for the review and decision on your request. We recognize the growing needs of our communities but please note that we may not be able to support every group or worthwhile cause. We thank you for your understanding.

If you already have a letter of request which contains the information sought on this form, then there is no need to provide a completed form. However, we do encourage all requesters to attach this form with their letter for faster processing.

FORM ASSISTANCE

¹Type of Organization: The most common ones are presented in the field for quick selection, but the full list is presented below. Use the “Other” and enter the 2-letter code corresponding to these options presented.

- **CO:** Community Organization
- **VA:** Volunteer Association
- **SP:** Sports Team, League or Club
- **BU:** Business
- **NP:** Non-Profit Organization
- **RC:** Registered Charity*
- **SI:** Special/Selective Interest Group
- **GV:** Governmental Unit/Org
- **ED:** Educational Institution/School
- **RL:** Religious Organization

Please note that while some of these organization types do not normally qualify for Community Support, it may be that the events they put on do qualify.

**We thank you for including the organization’s registration number where applicable.*

²Mailing Address of the Organization: This will be the address used to send a cheque (if applicable). Please ensure that the complete address is entered. For example: Box 123, Someplace, MB, R0G 1B3

³Name of Event, Project or Campaign: Please enter the official name of the event, starting with the year. For example: “2018 Winter Olympic Games”. If it is a project or campaign, please provide its official title. This is for publication purposes.

⁴Type of Event, Project or Campaign: This is to provide simple categorization of the event based on who can attend or participate. The following list is are the more common options per the requests we receive.

- **COMM:** Community Event (open to everyone)
- **CAPP:** Capital Project (e.g. building renovations)
- **FUND:** Fundraising Campaign (e.g. door-to-door)
- **SPORT:** Sports Event (participants are members of a sports league/team; anyone can be a spectator)
- **CLUB:** Club Event (participants are club members; e.g. Rider’s Club. Events are usually reserved for members only)

- **SPEC:** Special/Selective Interest Event (participants must be part of a selective or special group of people (e.g. Farm Women’s Conf.)
- **4-H:** A local 4-H Club Event (participants are 4-H Club members).

⁵Date: If it is an event, please enter the starting/opening date. If it is a project or campaign, please provide its closing date.

⁶Purpose of the Event, Project or Campaign: Use this space to provide the main reason why this event, project or campaign is being run. Alternatively, you may attach a letter or enter a URL (Internet address (e.g. http://...)) to provide more information about the event.

⁷Donation Due Date: Provide the target date in which you would like to receive the donation (if approved).

⁸Suggested Method of Delivery: Select the best method for you to receive the donation. If you select ‘Mail to Organization’, it will be the address presented earlier in the form. **To avoid any delays, please ensure that this information is made clear and complete.**

⁹Form(s) of Recognition for the Donation: Use this field to denote the form(s) in which Pembina Co-op may receive recognition for their donation. The most common options include:

- **Printed Advertising** such as program guides or flyers which are distributed/made available during the event.
- **Large Advertising** such as banners, signs or large posters displayed during the event.
- **Internet Presence/Advertising** such as announcements on social media campaigns, links on official web pages or any other electronic means of advertising.
 - **Official Tax Receipt:** if an official Tax Receipt will be generated for the donation.
 - **Other** form(s) may be outlined in the space provided or included in a typical “Levels of Support” attachment (where applicable).

***Additional Comments:** Use this space to provide any additional comments to assist the committee in their decision.

