



DONATION REQUEST FORM

7711 S. PARKER RD
CENTENNIAL, CO 80016

PHONE: 303-690-4722 (x148)
EMAIL: Meagan@TagawaGardens.com

Donation Request Submission Guidelines

- We request that your organization be *non-profit, charitable, and non-religious*.
- Submitting a request does not guarantee a donation. Requests are reviewed and approved at the discretion of Tagawa Gardens. We appreciate your understanding.
- To consider your request, we must receive a completed Donation Request Form *at least 30 days* prior to the date of your event.
- Your organization must be located in the state of Colorado. You must provide the EIN or Colorado State Tax Exempt number for your organization.
- Any approved donations will be given in the form of a gift card. Donation gift cards may be used for plants and merchandise up to the amount of the gift card. Additional purchases are the responsibility of the person or organization using the gift card. Donation gift cards cannot be exchanged for other gift cards or special/custom orders.
- All donations must be picked up at Tagawa Gardens by an organization representative.
- We do not donate or loan plants.

This is a two page form. Both pages must be completed.

Date of Request: _____ Response Needed by: _____

Date of Actual Event: _____

Organization Name: _____

Organization Address: _____

Organization Phone Number: _____

EIN or Colorado State Tax Exempt Number : _____

Name of Organization Representative: _____

Phone: _____ Email: _____

Please check the box that best describes your event or the intention for the donation. If you do not see an option that fits, please explain further under "other."

- | | |
|---|--|
| <input type="checkbox"/> Silent Auction | <input type="checkbox"/> School Garden |
| <input type="checkbox"/> Fundraiser | <input type="checkbox"/> Classroom Learning Experience |
| <input type="checkbox"/> Community Garden | |
| <input type="checkbox"/> Other: _____ | |

Please describe how this donation will help benefit our community through your organization.

Do you intend to use the Tagawa Gardens name and logo in any marketing materials? If so, please explain. We do not require that you publicly recognize our donation but would like to be notified if you intend to do so.

Please bear in mind that submitting a request does not guarantee a donation.

Thank you for considering Tagawa Gardens for your cause! If your request is approved, a member of our team will contact you via phone or email to provide further information regarding pick-up. We do not mail donation gift cards at this time.

Name of Organization's Representative (printed)

Signature of Organization's Representative

Date