

DONATION REQUEST FORM



Please complete the form in full and return to Emma Lowe on jbuzzaniti@watermarcbanyule.com.au

Please note that this form does not guarantee a donation.

Date: ____/____/____

Our donation guidelines:

- ✓ A request **will only be considered** if there is an accompanying letter on the organisation letterhead.
- ✓ We ask for **at least 1 month notice** for any donation request.
- ✓ We donate to organisations that serve our community.
- ✓ We only consider donation requests submitted on this form.
- ✓ Donation requests are filed on a first-come, first serve basis. Due to the volume of requests we receive, you will receive a **follow up within 2 weeks** from the date of submission.
- ✓ WaterMarc will only offer donations in the form of gift certificates for services.

Organisation Details

Organisation/Company _____

Address _____

Contact Person _____ Phone _____

Email _____

Type of organisation? School Childcare/Kindergarten Sporting Club

Other _____

Non-for profit? Yes No

What Council is the organisation in? _____

(priority will be given to organisations within Banyule)

Event Information

Event name or type _____

Date & time _____

Is this a fundraiser Yes No Expected number of people attending _____

Other information _____

Other Information

Donation request _____

(you can request what donation you want but that does not guarantee you will receive it)

Do you require a copy of our logo? Yes No

What exposure will WaterMarc receive? _____

Thank you for your interest in WaterMarc. We will do our best to provide as many organisations as possible with a donation.

OFFICE USE ONLY

Accompanying letter attached Yes No Request approved Yes No

Offer _____

Notified Yes Method: _____ Date: _____

Entered onto the database spreadsheet Yes Vouchers ready for: _____