

Cocoa Dolce has endeavored to make requests for assistance a top priority. We recognize there are many causes worthy of support, but by focusing our resources in a few areas we feel our impact is greater. Cocoa Dolce will try to respond to your contribution request if we can identify with the effort or the cause. We try not to base our decision upon whether our own self-interest will be helped by responding or hurt by not responding. Thank you for filling out this request form. It helps us greatly with our decision-making and record-keeping. We appreciate your time in assisting us to make effective decisions toward the betterment of our community.

**YOUR NAME:** \_\_\_\_\_ **TODAY'S DATE:** \_\_\_\_\_

**ORGANIZATION NAME:** \_\_\_\_\_ **YOUR PHONE:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_ **YOUR EMAIL:** \_\_\_\_\_

### ***About Your Organization***

- The organization seeking the donation: \_\_\_\_\_  
Is it a 501(c)3? (Please submit a copy of the tax-exempt certificate.)      yes      no
- What is your organization's mission? Please submit mission statement, most recent correspondence to stakeholders, and/or organization's Web site address:  
\_\_\_\_\_
- Has it received a donation from Cocoa Dolce in the past?      yes      no
- Your relationship to the organization: \_\_\_\_\_
- Organization's Executive Director: \_\_\_\_\_
- Organization's Board President: \_\_\_\_\_

### ***About The Donation***

- The name and type of event at which the donation will be used:  
\_\_\_\_\_
- The event's goal: \_\_\_\_\_
- What will the donation be used for?      silent auction      live auction      prize      favors  
Other: \_\_\_\_\_
- The exact donation you are seeking: \_\_\_\_\_
- Recognition to donors (at the event, prior, subsequent, etc): \_\_\_\_\_
- Date donation needed: \_\_\_\_\_

### ***For Cocoa Dolce Use***

Date Received

Date of Reply

Approved or Declined

Date of Pickup

Type of Donation

Amount of Donation

### ***Special Instructions***

Please drop off or send this form to our shop at 2132 N. Rock Road, Suite 100, Wichita, Kansas, 67206, fax to 316.866.2907, attention to Claire Gregory, or email to [claire@cocoadolce.com](mailto:claire@cocoadolce.com). If you have any additional paper-work please attach as well. Please understand that the more lead time we are given to consider your request, the greater the chance that we can find some way to help you. We strive to acknowledge your request and do our best to have an answer for you within ten days of receiving this completed form. If you have not heard back from us within this time frame, this form may have been lost, so please give us a call at 316.866.2906.