



DONATION REQUEST FORM

All donation requests must be submitted at least 30 days prior to the event/campaign deadline. Please complete the form to the best of your ability and email it to marketing@greenoakms.com. All requests submitted will be reviewed and followed up with a response.

ORGANIZATION INFORMATION: Date Form Submitted: \_\_\_\_\_

Organization Name: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Role/Position: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

501-c(3): Yes or No If yes, please provide the number: \_\_\_\_\_

Mission statement of organization and/or description for whom this donation will benefit: \_\_\_\_\_

EVENT INFORMATION: Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Location: \_\_\_\_\_

Donation Request: \_\_\_\_\_

Would you like your donation request to be a: Pick-Up\* or Delivery? (circle one)

\*All pick-ups will be from our 5009 Old Canton Rd location in Jackson, MS unless requested otherwise.

If delivery, to what address? \_\_\_\_\_

Will Green Oak be acknowledged? If yes, how? \_\_\_\_\_

Do you permit Green Oak to use this donation for marketing/promotional purposes, such as on our website or social media accounts? \*\* YES or NO (circle one)

\*\*Please note that this answer will NOT impact our decision to approve or deny your request.

OFFICE USE ONLY

DONATION REQUEST APPROVED: YES or NO STAFF INITIALS: \_\_\_\_\_

OTHER/COMMENTS: \_\_\_\_\_