



Wakefield's Great Valu Market

Donation Request Form

PHILOSOPHY Wakefield's Great Valu Market has a long-standing tradition of supporting various non-profit groups and organizations, dating back to 1992. Donations are typically in the form of gift cards or merchandise. We believe in our community, and the highest priority will be to organizations where we can make the greatest impact to the most recipients.

PROCESS *Requests are reviewed and determined each Friday.* A minimum 48-hour notice is requested. A one-week notice is preferred to allow enough time to adequately review your request. This form must be completed for your request to be processed. If you wish to attach a letter or additional information, we invite you to do so. **Determinations regarding your request will be available on Monday** by calling the store at (757) 899-5555 between the hours of 8AM and 4PM. Due to the large number of requests received and our desire to give to as many as possible, we ask that you limit your requests to one each year. Please call us if you have questions or need additional information. We are happy to assist.

Today's Date: _____

Organization: _____

Address: _____

Phone: _____

Donation Due Date: _____

Contact: _____

Address: _____

Phone: _____

Taxable Status:

Non-Profit

Government Agency

Other _____

Donation Request:

Gift Card

Merchandise

Has the organization previously requested donations? If Yes, indicate type(s) of donations previously received _____

Explain how the requested donation will be used. _____

How will Wakefield's Great Valu Market be recognized for its donation?

Office Use Only: Received By: _____ Date: _____

Approved Denied Comments/Special Instructions: _____
