



# Book Vault

## Donation Request Form

While we'd love to be able to donate to everyone's cause, the reality of business life is that, because of the several requests we receive each week, we just can't. We do donate many hundreds of dollars to literary causes each year, which benefits us all. We do our best to help support the local causes that are near and dear to us and to our regular customers.

Date of request: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_

Organization Tax ID Number: \_\_\_\_\_

What event are you organizing for which you are requesting a donation?  
(Name of event, location, time, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many people are expected to attend your event/be aware of this donation? \_\_\_\_\_

How many people will benefit from this event? \_\_\_\_\_

How does your event promote literacy? \_\_\_\_\_

\_\_\_\_\_

Does any member of Book Vault staff sit on your board of directors or belong to your organization?

No  Yes, please specify: \_\_\_\_\_

How many times per month do you shop at Book Vault? \_\_\_\_\_

Anything else you would like us to know? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Thank you!**

We will call the number you've provided if we are able to donate this year.