

American 1 Credit Union  
Attn: Event Coordinator  
718 E. Michigan Ave., Jackson, MI 49201

Phone: 517-783-9249 Fax: (888) 875-9628  
Email: community@a1cu.org



## DONATION REQUEST FORM

Organization: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Description of organization/event (include **date of event** and location or attach a flyer for your event): \_\_\_\_\_

Number of people attending event: \_\_\_\_\_  General Request  Special Event Request

**Information in this box is REQUIRED for donation request to be considered.**

Employer Identification Number (EIN): \_\_\_\_\_ - \_\_\_\_\_ OR

Taxpayer Identification Number (TIN): \_\_\_\_\_ - \_\_\_\_\_

This organization is a:  501(c)3  501(c)4  Other \_\_\_\_\_

If monetary donation is requested, the ID above must match the organization to which the check is being written as a donation.

### Type of Requested Donation(s):

**Monetary/Sponsorship:** \$ \_\_\_\_\_ Specify: \_\_\_\_\_

**Bottled Water:** Number of Cases \_\_\_\_\_ (24 per Case with a 5 Case Max per event)

**Gift Cards:** Amount: \_\_\_\_\_ Quantity: \_\_\_\_\_ Type: \_\_\_\_\_

**Promotional Items:** Circle requested item(s) Golf Tees Pens Key Chains Magnets Any Quantity: \_\_\_\_\_

### Donation pick up days are Tuesdays and Thursdays

Requested day/time frame:  Tuesday  Thursday  AM  PM We will call/email to confirm the date and time.

*If you are going to be late or can't make your scheduled pick up day/time, please call/email as soon as possible.*

*No call/no shows may be subject to having future donation requests denied.*

**Water/golf tee pick up:** Pick up is at the pole barn diagonally behind the A1CU Home Office on Pearl St.

### For American 1 Use Only:

Approved  Declined Explanation: \_\_\_\_\_

Signature/Title of Reviewer: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Pick up Scheduled: Day: \_\_\_\_\_ Time: \_\_\_\_\_

Pick up complete  They called/Emailed to reschedule  No Call/No Show on 1<sup>st</sup> scheduled time