

Donation Request Form

In order to help us expedite the donation procedure, please complete this form in its entirety. All requests must be submitted at least 2 weeks prior to the event. In addition, this form must be accompanied by a descriptive letter written on the official letterhead of the organization.

Mail to: **Hidden Valley Animal Adventure**, OR e-mail to **Ella@HiddenValleyAdventure.com**

ATTN: Corporate Donations
2887 Royce Rd
Varysburg, NY 14167

Name of your organization: _____

Summarize the focus of your organization (i.e. shelter, school, healthcare):

Shipping address (P.O. Boxes cannot be accepted):

Contact person: _____

Phone number: _____

Non-Profit I.D. #: _____

Event date: _____

What type of event will you be hosting? (silent or live auction, raffle, etc.)

What kind of attendance do you anticipate for your event? _____

What is the value of the product you are hoping for? _____

What specific area will these proceeds benefit?

% of proceeds that go directly to charity: _____

What type of advertising are you planning to promote this event? _____

Additional comments: _____

Signature: _____ Date _____

Please note, due to our budget and the high volume of requests we cannot guarantee donations. Thank you for considering our business!