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REQUEST FOR DONATION/SPONSORSHIP

This request must be received a minimum of (8) Weeks prior to the event, so it may be mindfully considered and processed. The proceeds for this request must be for a charitable cause.

Name of Organization Requesting Donation/Sponsorship:

President or Head of Organization:

Name and Title of person making this request:

Organization address:

Website:

Email:

Phone:

Date of event:

Event ticket price(s):

Anticipated attendance:

How is the event and/or donated item(s) promoted?

What is the requested donation/sponsorship?

Can the organization provide a tax receipt?

Has this organization received donations/sponsorship in the past? If so, when?

Is this organization, or individual that is requesting donation, a customer of our business? If so, for how long? Approximate date of the last purchase?

To better help us with our decision making, please provide any additional information regarding this request:

This form is proposed as a means of equalizing, and more fairly dividing the annual budget allocated for donations/sponsorship.

Thank you for your request for donation!

OFFICIAL USE ONLY:

Date received:

Verified by:

Donations & Cost: