



Donation Request Form

Please review and complete ALL information below before submitting your request.

- All donation requests must be submitted VIA MAIL ONLY at least 6 weeks prior to the date of the event. Online/Phoned/Emailed/In-Store Solicited requests will NOT be accepted.
- Organizations must include a Tax ID to ensure non-profit or government entity legal status.
- We may not consider donation requests for individual benefits/memorials and third-party fundraising events. **We only support literacy related programs and outreach programs.**
- If approved, the item must be picked up at The Book Store. Items will not be shipped. This helps us ensure that our donations are impacting our local Greater Cleveland/Medina area.
- Approved requests will receive one (1) item to assist in raising money for an auction or raffle. Requests for monetary donations will not be granted.
- Organizations are limited to one (1) request per twelve-month period.
- It is required that The Book Store receive recognition via event program and online (Facebook) for their donation.
- Not all donation requests will be filled due to the demand.
- We have the right to refuse donation requests that go against our values and mission statement.

Organization: _____ Tax ID: _____

Contact Person: _____ Phone: _____

Address: _____

Email: _____ Website: _____

Event Name: _____

Date of Event: _____ Location of Event: _____

How will the donation be used (i.e. silent auction, raffle etc...)

Description of Event: _____

**Return completed form to: The Book Store c/o Donation Request 109 W Washington Street
Medina, OH 44256**