



## DONATION REQUEST FORM

- Requests should be submitted at least 4-6 weeks in advance of an event to allow time for review.
- Uwajimaya gift certificates will be issued; we do not authorize monetary donations.
- Please refer to our website for donation guidelines: [www.uwajimaya.com/donations](http://www.uwajimaya.com/donations)
- Due to the large number of requests, Uwajimaya, Inc. is unable to guarantee a response to all donation requests. If approved, the donation will be mailed. No phone calls please.

Today's Date: \_\_\_\_\_

### ORGANIZATION INFORMATION

Name of Organization _____		EIN/Tax ID# _____	501(c)3 Status _____
Organization Mailing Address _____		City _____	State _____ Zip code _____
Organization Phone _____	Organization Website _____	Email Address _____	
Name of Contact _____	Title or Relationship to Organization _____	Contact Phone _____	

Has this organization received an Uwajimaya donation in the past?    Yes     No     If Yes, when? \_\_\_\_\_

### EVENT INFORMATION

Event Name _____	Date, Time and Place of Event _____
Purpose of the Event _____	
How will monies raised be used? _____	
How will the donation be used? _____	
Area/Community the event will serve _____	Expected Number of Attendance _____ Request Deadline _____

**Return complete form to:**    Uwajimaya, Inc.    [donations@uwajimaya.com](mailto:donations@uwajimaya.com)  
 Donation Committee  
 4601 Sixth Avenue South  
 Seattle, WA 98108-1716

### FOR UWAJIMAYA USE ONLY

Date Received _____	Donation _____	Notes _____
Status _____	GC# _____	_____
Authorized By _____	Delivered _____	_____