

# DONATION REQUEST FORM



Please complete the form in full and return to Serena Cappe on [scappe@watermarcbanyule.com.au](mailto:scappe@watermarcbanyule.com.au)

Please note that this form does not guarantee a donation.

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

## Our donation guidelines:

- ✓ A request **will only be considered** if there is an accompanying letter on the organisation letterhead.
- ✓ We ask for **at least 1 month notice** for any donation request.
- ✓ We donate to organisations that serve our community.
- ✓ We only consider donation requests submitted on this form.
- ✓ Donation requests are filed on a first-come, first serve basis. Due to the volume of requests we receive, you will receive a **follow up within 2 weeks** from the date of submission.
- ✓ WaterMarc will only offer donations in the form of gift certificates for services.

## Organisation Details

Organisation/Company \_\_\_\_\_

Address \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Type of organisation?  School  Childcare/Kindergarten  Sporting Club  
Other \_\_\_\_\_

Non-for profit?  Yes  No

What Council is the organisation in? \_\_\_\_\_  
*(priority will be given to organisations within Banyule)*

## Event Information

Event name or type \_\_\_\_\_

Date & time \_\_\_\_\_

Is this a fundraiser  Yes  No Expected number of people attending \_\_\_\_\_

Other information \_\_\_\_\_

## Other Information

Donation request \_\_\_\_\_  
*(you can request what donation you want but that does not guarantee you will receive it)*

Do you require a copy of our logo?  Yes  No

What exposure will WaterMarc receive? \_\_\_\_\_

*Thank you for your interest in WaterMarc. We will do our best to provide as many organisations as possible with a donation.*

### OFFICE USE ONLY

Accompanying letter attached  Yes  No Request approved  Yes  No

Offer \_\_\_\_\_

Notified  Yes Method: \_\_\_\_\_ Date: \_\_\_\_\_

Entered onto the database spreadsheet  Yes Vouchers ready for: \_\_\_\_\_