



**DONATION REQUEST FORM**  
PLEASE PRINT

- This form may be completed online and printed for mail or fax. This form cannot be submitted online.
- Requests should be submitted at least 4-6 weeks in advance of an event to allow time for review.
- Gift certificates will be issued; we do not authorize monetary donations.
- Please refer to our website for donation guidelines: [www.uwajimaya.com/giving](http://www.uwajimaya.com/giving)
- 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
Mailing Address	City	State      Zip
Phone	Organization Website	Contact Email Address
Name of Contact	Title or Relationship to Organization	Contact Phone (if different)
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 Uwajimaya Gift Certificate be used?		
Area/Community the event will serve	Expected Number of Attendance	Request Deadline

**Mail or fax this completed form:**    Uwajimaya, Inc. Corporate Offices    Fax: 206.624.0377  
 Attn: Donation Committee  
 4601 Sixth Avenue South  
 Seattle, WA 98108-1716

**FOR UWAJIMAYA USE ONLY**

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