

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 one month in advance of an event to allow 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
- 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	Fax	Organization Website or 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

Fax or mail 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 _____	_____