



Donations/Sponsorship Guidelines

Please review the following information before completing your donation/sponsorship application.

Donations are generally a \$50 gift card which can be used to purchase goods from the Co-op for event refreshments, door prizes or auction items. We do not provide food, products or gift baskets, though a donated gift card can be used to purchase these items.

- Donation requests should be received at least 2 weeks in advance of the planned event.

Sponsorships generally range from \$100-\$500 in the form of cash or gift cards.

- Sponsorship requests should be received at least 1 month in advance of the planned event.

Guidelines

1. Donations and sponsorships must be submitted via email or letter.
2. The organization must be based in Humboldt County and the event must serve the Humboldt County community.
3. Past support of an organization or event is not a guarantee of future support. While we would love to continue long traditions of supporting your organization, we also want to be fair. Due to the volume of applications, it is not possible to fulfill every request.
4. Organizations are eligible for one donation per year, so please plan appropriately and decide when it is best to request your donation.

We support local organizations that focus on improving the quality of life of our community, particularly in the following areas:

- | | |
|-----------------------------------|--------------------------------------|
| • Social Services and Food Access | • Local Area Schools |
| • Food Systems & Agriculture | • Diversity, Equity, and Inclusion |
| • Local Business & Economy | • Organizations in Support of Co-ops |
| • Community Health & Wellness | • Environmental Issues |
| • Local Arts & Culture | |

We do NOT Support the following:

- Organizations that discriminate based on race, religion, physical or mental disability, sex, gender, age, or sexual orientation.
- Political groups or those with a strong political agenda.
- Third-party fundraisers.
- Private clubs funded through membership fees.
- Sporting events or sports teams.
- Individuals.

**OFFICE USE ONLY**

Received _____

Yes _____ No _____

GC _____ Cash _____

Get _____

Contact Date _____

Processed Date _____

Complete Date _____

Donation Request Form

Please review the attached guidelines before completing your application.

What kind of request are you making? ☐ Donation ☐ Sponsorship

Organization: _____

Date of the Event: _____ When do you need this donation by? _____

Event Location: _____

Event Name: _____

Event Description:

Contact Name/Title: _____

Contact Email Address: _____ Phone Number: _____

Mailing Address: _____

How many attendees do you expect? _____ Is this event public or private? _____

Is this a fundraiser? ☐ Yes or ☐ No

How will you use the donation from the North Coast Co-op (i.e. purchase food, silent auction, gifted)?

If your request is approved, where would you like to pick up your donation?

☐ Eureka Co-op ☐ Arcata Co-op ☐ Mail (for organizations 15+ miles from a Co-op)

Email Request to EmilyWalter@northcoast.coop

or drop off at a Co-op Customer Service

or Mail to: North Coast Co-op

ATTN: Emily Walter

811 I Street

Arcata, CA 95521