



Donation Request Guidelines

Ever-increasing requests for donations have compelled our company to review and evaluate our current contribution program. For consideration please follow the guidelines below:

Request must include the following information to be eligible for consideration:

- All requests **must** be submitted, in writing, on your organizations letterhead, via mail or fax. *We cannot accept requests via telephone*
 - NOTE: Due to the number of requests we receive we cannot guarantee that submitting a request will result in a donation.
- Organizations must be non-profit, including schools and churches and be able to provide a tax exempt number or 501c3.
- All requests **must** be accompanied by a COMPLETED Donation Request Form Unfortunately *incomplete forms will not be considered.*
- All requests **must** be received a minimum of 30 days in advance. *If your letter falls short of this time frame unfortunately we will be unable to forward your request for consideration.*
- Organizations will be granted one request each year, so that we can attempt to help as many organizations as possible.
- Requests for monetary donations can not be accepted.

If you request meets within all the guidelines listed above and is approved we will contact you at the address you provide us.

Best wishes for a successful event!



Just Take Action inc.
Attn: Donation Requests
132 E. Superior St.
Duluth, MN 55802
Fax: 218.727.4523



Donation Request Form

Completion of this form indicates a request; it does not guarantee a donation. Donation requests must be received a **minimum of 30 days prior** to the event to be considered. Please type or print.

Event Date _____ Date Donation Needed By: _____

Organization _____

Type: Business Charity Church Civic School Other

If other, please specify _____

Tax Exempt #/501c3 _____

Donation Shipping Address _____

City _____ State _____ Zip _____

Telephone# _____ Fax _____

Contact Name _____ Contact Telephone _____

E-Mail: _____

Event Name _____

Event Location _____

Event Description (please be specific; who benefits, the cause, etc) _____

Item(s) requested: (be specific, food donation, gift certificate) _____

Item to be used for (silent auction, door prize, etc) _____

How will a Fitger's Brewhouse donation benefit from this event: _____

Please return completed form and event flyer/brochure and/or other information on your organization's letterhead to:



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