Donation Request Form

Weavers Way gives back to the community through a donations program. We receive many requests so we ask that you use this form and allow three weeks for consideration of your request. (See donations guidelines on reverse side.)

Attach a letter on your letterhead to this completed form and return to Attn: Donation Committee, Weavers Way Co-op, 559 Carpenter Lane, Philadelphia, PA 19119 or e-mail: donationcommittee@weaversway.coop

Today's date: _____

Organization name: _____

501(c)(3) ☐ yes or ☐ no

Contact person: _____ Phone # _____

Address: _____ E-mail: _____

Event title: _____

How many people will be attending the event: _____

Event date: _____ Pick-up date & time: _____

Item you are requesting:

- ☐ Gift certificate made out to: _____
- ☐ Work-hours credit certificate ☐ Gift basket
- ☐ Merchandise voucher ☐ Program ad ☐ Publicity assistance
- ☐ Other: _____

How will Weavers Way be recognized:

- ☐ Advertising in program ☐ Signage next to product
- ☐ On air ☐ Other _____

FOR CO-OP USE ONLY

Item donated: _____

Gift certificate number _____

Manager's signature: _____ Date: _____

Donations Guidelines

Weavers Way uses the following criteria to evaluate requests for donations:

The organization is located within the Weavers Way service area; **AND**
has a relationship with Weavers Way in that
- it is a Weavers Way institutional account, or
- a Weavers Way staff person is an active volunteer with the organization, or
- a significant Weavers Way volunteer is an active volunteer with the organization; **OR**

The organization is located within the Weavers Way service area; AND
serves a broad segment of the community (a "community-wide" organization).

Eligible organizations are limited to one donation per Weavers Way fiscal year (July-June).

Donations must be approved by the Donations Committee.
Donations over $75 must also be approved by the Finance Department.

Donations for raffles may be in the form of gift certificates, gift baskets, or work-hour credits.

Donations for events may be in the form of retail- or wholesale-price merchandise vouchers, platters, or assistance with publicity.

Additional donations will not be considered when fiscal year-to-date expenditures have reached 110% of budget.

Weavers Way may also consider a limited number of requests from eligible organizations to co-sponsor or purchase an ad for a community-wide event. Funds for these purposes are advertising expenses rather than donations. Such requests must be approved by the General Manager and Finance Manager.

Gift certificates or other types of concessions to individuals are generally limited to $25 in value and are given at the discretion of the General Manager.