



## DONATION REQUEST FORM

**Thorntons Inc** sets aside a portion of its budget to support events and projects within our community. To apply for a donation, please provide the following information. In addition, please include brochures and informational pieces about the benefiting agency and the event for which the donation is requested.

Return the completed request to **Kelly Ogburn, Thorntons Inc, 10100 Linn Station Road, Suite, 200 Louisville, KY 40223**. Requests may be sent via email to ***givingback@thorntonsinc.com*** or fax **502.327.7297** using this form. Please allow at least 4 weeks for your request to be processed.

***Please Note: All requests must be received in writing at least 6-8 weeks prior to the event for which you are requesting a donation. If request is received within 2 weeks of event, we cannot guarantee review of request or participation for event.***

<b>Today's Date:</b>
<b>Organization:</b>
<b>Address:</b>
<b>Main Contact Information:</b> (Please include your name, phone, and email address)

### Date, location and details of event:

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### Items requested from Thorntons Inc *(Please be very specific)*

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### How will Thornton's contribution be recognized?

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### Tax status of organization:

501(c) 3 organization (please attach copy of IRS ruling /  affiliated with a 501(c)3 organization

Organization: \_\_\_\_\_ (attach ruling)

**Thank you for looking to Thorntons Inc**

### Internal Office Use Only

Date Reviewed:

Category:

Market:

Amount: