

## Bloomington Cooperative Services - Donation Request Guidelines

### We are Committed to Our Community

We respect and are dedicated to supporting the many worthy organizations that make Bloomington and our surrounding counties a vibrant community. Each year we receive hundreds of requests from these organizations - all with valid and pressing needs. We believe following the steps below will make it easier for your organization to make a request and will allow us to more fairly consider each request we receive. Please keep in mind that we receive requests daily. We try to help as many people as we can -- this generally means small donations to many local organizations.

### For Your Consideration

- Our focus is to support local organizations who contribute directly to our community rather than national organizations. Please let us know if you are a 501c3 organization.
- Priority is given to organizations that support Bloomington foods.
- We support organizations working to assist and enrich the lives of individuals in our community. We are not in a position to support individuals.
- Our donations are usually in the form of gift certificates or product, generally in amounts not to exceed \$25. We do not give cash donations.
- If your organization has several committees working on one event, we ask that you consolidate your requests.

### Donation Request Guidelines

- Submit a Donation Request form one month prior to when the donation is needed, in any one of these three ways:

**E-mail** all of the requested information to: [donations@bloomingtonfoods.coop](mailto:donations@bloomingtonfoods.coop)

**Mail** your organization's request to:

Bloomington Foods  
117 S Gentry St  
Bloomington, Indiana 47404  
attn: Jean Kautt, Donation Request

**Drop off** at Bloomington Foods on East Third Street.

- Give us several days to consider your request and make a follow-up call.

Contact Jean Kautt, 812.339.4442 ext. 204

It is our wish to help our community as much as we are able. Each year we budget so we can donate thousands of dollars in merchandise, gift certificates, and the hours of staff time required to respond to requests. We will carefully consider your request and do the best that we can to support your organization.

Thank you for thinking of us. Your contributions help make Bloomington a wonderful community.

Jean Kautt  
Bloomington Cooperative Services  
Member-Owner Services

## Bloomington Cooperative Services - Donation Request

Your name:	Member Number:	Date:
Email address:		Phone:
Organization name:		
Description of your organization:		
Event:	Date of event:	
Event location:	Number of attendees:	
Brief description of event:		
Specific requests for donation:		
Date of donation pick-up:		
How will BCS participation in the event be publicized?		

Please feel free to attach additional information -- flyers, posters, announcements, etc.

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