



### Donation Form

West End Florist and Garden Center family believes strongly in supporting the charitable organizations in our community. We donate to non-profit organizations only. One charitable gift per calendar year, per organization. We will donate to as many gift certificates that we can each year to qualified groups as we can afford to each year. Please remember we receive a high volume of requests all year. Please fill out the following form to make a donation request on behalf of the organization you represent. All requests will be reviewed, processed and a response will be sent approximately 4-6 weeks prior to your event date. Requests will not be processed during the months of **November, December, April or May**. Gift Certificates must be picked up from West End Florist and Garden Center during business hours. Submitting a request does not guarantee a donation.

West End Florist and Garden Center's standard donation is a \$20 gift certificate (No Cash Back Value, Not Valid online, phone order or past purchases) for use in person at our retail store or an agreed upon item or service between organization and West End Florists, Inc.

Name of Organization: \_\_\_\_\_  
Organization's Federal Tax ID Number (501(c) (3)): \_\_\_\_\_ Illinois Sales Tax Exemption #: \_\_\_\_\_  
Organization's Phone Number: \_\_\_\_\_ Organization's Website: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
What is the mission of your organization? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have we donated to your organization in the past? ☐ Yes ☐ No If yes, When? \_\_\_\_\_

Does your organization pertain to Gardening? ☐ Yes ☐ No Explain: \_\_\_\_\_  
\_\_\_\_\_

Is the organization a customer? ☐ Yes ☐ No

Your First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Your Zip Code: \_\_\_\_\_

Your email address: \_\_\_\_\_ We reserved the right to contact you periodically with information: ☐ Yes ☐ No

You may unsubscribe to our in house newsletter at any time after your first receipt of Newsletter.

How do you know of West End Florist and Garden Center? \_\_\_\_\_ Are you a customer? ☐ Yes ☐ No

Who in your organization knows of West End Florist and Garden Center? \_\_\_\_\_

Please provide EVENT date: \_\_\_\_\_ Where is the event taking place: \_\_\_\_\_

What type of event is happening? \_\_\_\_\_ Approximately how many individuals are attending? \_\_\_\_\_

Please describe how you will use the donation (silent auction, door prize, gift basket etc.): \_\_\_\_\_  
\_\_\_\_\_

How will West End Florist and Garden Center be recognized for this donation (flyer, social media mention, program, etc.)? \_\_\_\_\_

\_\_\_\_\_ Please provide a copy of program after event to us.

How is the organization advertising this event (Eventbrite, Social Media, Direct marketing)? \_\_\_\_\_

If available, provide a link to your project/event: \_\_\_\_\_

Organizations Social Media Platforms Usernames: Facebook \_\_\_\_\_ Twitter \_\_\_\_\_ Instagram \_\_\_\_\_ Youtube \_\_\_\_\_  
Pinterest \_\_\_\_\_ Snapchat \_\_\_\_\_ Google (Google Maps) \_\_\_\_\_

We would love to mention, like and/or repost your organization, event, advertising or social media. This helps strengthen community bonds, gives increased awareness and is just sometimes fun to do. Do we have your organization's permission to do so? ☐ Yes ☐ No

Please like our social media outlets, they are listed at [www.westendflorist.com](http://www.westendflorist.com)

Organization should be located within Winnetka, Kenilworth, Northfield, Wilmette, Evanston, Glenview or Skokie. Please fill out form as complete as possible, Fax 847-251-1945 or email [garden@westendflorist.com](mailto:garden@westendflorist.com) put in subject line *Donation (Organization's Name)*. Donation request that are not submitted with the official form will not be considered. If you are looking for a donation and don't fit the above criteria, you may be eligible for wholesale pricing. Please call for more information.

I certify that the donation will be used by the organization listed above and not for individual gain or profit.

Name printed: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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