



Keweenaw Cooperative Donation Guidelines

The Keweenaw Cooperative (KCI) is integral to our community and its health and wellbeing. Accordingly, KCI is happy to donate to community organizations. Being a not-for-profit organization ourselves, our funds are limited and we are not able to grant every request. Please look over our donations philosophy and guidelines, then kindly fill out the Request Form with information about your group and its donation needs. Return the form to the Co-op check out area, mail (1035 Ethel Ave, Hancock 49930), or fax (906-482-7845) to Faye Carr, Communications Coordinator. The contact person on the form will be contacted upon review of the donation request.

Most of our support is provided in the form of Co-op gift certificates, generally in amounts not to exceed \$25, which can be used to purchase goods from the Co-op or as door prizes or fundraising auction items. Occasionally we are able to fill requests for donated products or other items.

Donations Philosophy

KCI seeks to support local, non-profit and cooperative organizations that are working to increase the health of the KCI community and/or the environment. This includes organizations that address food and nutrition issues, community and/or the environment. This includes organizations that address food and nutrition issues, community building, sustainability, environmental preservation, cooperative values, local food production, or alternative/holistic health care.

Donations Guidelines

- The organization's mission must be in line with KCI's Donations Philosophy.
- Donation request must be made at least 10 days before donation is needed, but the earlier the better as we have a monthly budget to adhere to.
- Please submit your donation request in writing on your organizations letterhead to include your organization's address, phone number &/or email, contact person, and tax ID# (indicate if tax exempt).
- Be specific. Tell us what you're looking for.
- Priority is given to organizations that are local.
- Priority is given to organizations that support KCI.

In Exchange

We request that you use our name in your publicity for the event whenever possible, and set out a small sign identifying KCI's contribution to the event (we'll supply our logo for signage). In addition, we'd like a copy of your publicity materials for our records.

Keweenaw Cooperative Donation Request Form

Organization Name: _____

Non-profit? No Yes **Tax ID #** _____

Purpose, event name, etc: _____

Contact Person: _____ **Phone #** _____

Organization Address: _____

Organization's Mission/Focus: _____

Type of donation desired: _____

Date donation needed: _____ **Today's Date:** _____

Description of event: _____

