



Dear Customers and Friends,

We realize there are many worthy charitable events and functions. We wish we could honor all the donation requests we receive, but unfortunately we cannot.

We understand that a request denial can be especially upsetting to our loyal long time customers and friends. However, **Greg Olsen Art Publishing, Inc.** tries to give generously to others, donating items to many charitable events each year.

Thank you for your understanding.

GREG OLSEN ART DONATION REQUEST FORM

Greg Olsen Art is committed to helping many charitable events for schools, churches and non-profit organizations. Due to stringent requirements for financial reporting, the attached form must be completed in its entirety and your group/event must meet ALL stated criteria to be eligible for any donation.

Donation Request Form Guidelines/Requirements

- Your request must include your Tax ID # or a copy of your organization's 501(c)3 designation.
- Your request must include an official printed flyer, posting, or mailing of the event stating the type and date of the event.
- The request **must be received 4-6 weeks in advance** of the event and can be submitted by e-mail, fax or in-person.
- The event must be for a non-profit event.
- The request must be submitted on the Greg Olsen Art Donation Request Form; no other request written or otherwise will be accepted for consideration.
- All requests approved will be for Greg Olsen Art products. We do not donate cash.

If you have any questions regarding the completion of the Greg Olsen Art Donation Request Form you may submit them via e-mail. You will be notified by e-mail if we are unable to honor your request. If your donation request is approved, you will be notified by e-mail and also contacted by telephone.

Sincerely,

Mark D. Olsen – Vice President
Greg Olsen Art Publishing, Inc.

Greg Olsen Art Donation Request Form

This form must be completed entirely for your request to receive consideration.

Today's Date: _____

Organization Making Request: _____

Contact Person(s): _____

Tax Exempt ID#: _____

E-Mail Address: _____

Group Website: _____

Phone Number: _____ Fax Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Event Information

Date of Event: _____

Name and location of the event: _____

Brief Description of the event: _____

Number of participants expected to attend event? _____

How will the donation be used (i.e. silent auction, raffle winner, etc.)?

Greg Olsen Art Donation Request Form

How will you be publicizing your event? _____

How will the funds raised through donation be applied?

How will Greg Olsen Art's Contribution be recognized?

Phone number to arrange for pickup or shipment of product: _____

Delivery Method: Pickup _____ Ship _____

If product needs to be shipped, must provide name, telephone number and shipping address:

Organization Information

Please provide a brief history of the requesting organization/group along with its purpose and mission:

Has Greg Olsen Art ever donated to this requesting organization before? _____

If yes, please explain what item and when:

Is your organization a public or private establishment? _____

Greg Olsen Art Donation Request Form

Indicate the type of service(s) your organization provides:

Health & Human Services _____ Arts & Culture _____
Educational _____ Environmental _____
Civic & Community _____ Other _____

The undersigned hereby certifies that:

- a) The information in this application and supporting documents are correct to the best of his/her knowledge.
- b) The Internal Revenue Service 501(c)3 determination has not been revoked, cancelled, or modified.
- c) Donations will be used for the projects outlined in the application and agreed to by both parties.
- d) The undersigned also acknowledged that completion and submission of this form does not guarantee a donation.

X _____
Signature Date

The following information should be attached to this application for consideration:

Copy of organization's 501(c)3 designation form (if applicable).

An official printed flyer, posting, or mailing of the event stating the type and date of the event.

Send completed forms and additional requested material to:

Mail: Greg Olsen Art Publishing, Inc.
125 W. Taylor St. Suite 100
Meridian, ID. 83642

Fax: 208-855-0958

E-Mail: sherrill@olsenart.net

Greg Olsen Art Donation Request Form Response

Response

_____ **Yes!** We are happy to donate the following: _____
Retail Value of donation: \$ _____
Pick up donation at Greg Olsen Art on (date) _____ at (time) _____
Ship Date _____ Tracking # _____

_____ **No.** Thank you for your request! We are committed to supporting many charitable events and organizations. However, we are unable to grant your request at this time.

Greg Olsen Art Publishing, Inc.
125 W. Taylor St. Suite 100
Meridian, ID. 83642
208-888-2585
www.gregolsenart.com