



Donation & Ad Request Application

At One-Stop, we are deeply committed to supporting the vitality of the communities where our employees live and work through thoughtful charitable contributions. As a valued member of our region, One-Stop takes pride in its efforts to be a responsible corporate citizen.

Our primary focus for corporate giving is local. While we may consider supporting national causes through their local affiliates, our primary emphasis remains on directly assisting local community organizations. It is our desire to help non-profit organizations whose efforts benefit the communities where our employees live and work.

One-Stop will consider requests from community organizations whose work falls within the following categories:

- Youth and Education
- Human Services
- Arts and Culture
- Community Development

All requests for program ads, yearbook ads, and amounts under \$250 will be reviewed on a bi-weekly basis. Any requests over \$250 must be submitted at least one month in advance of the date of need. One-Stop reviews major funding requests on a quarterly basis.

We realize the need in our community is great. To allow for a fair review of donation requests, please complete the attached form and submit it with any material you would like us to review. **Kindly note that due to our limited monthly donation budget, we cannot support all requests, which requires a careful review process. Furthermore, please be aware that requests will not be considered without the completion of this form.** We look forward to learning more about your organization and the valuable work you do.

Sincerely,

The One-Stop Team

Donation & Ad Request Application

Organization Name: _____

Address: _____

Telephone: _____

Contact Person: _____

Organization's IRS tax-exempt number (or copy of IRS letter): _____

Purpose of Donation: _____

Donation Request (please check all that applies):

☐ **Financial (amount requested):** _____

☐ **Product requested:** _____

☐ **Service requested:** _____

If financial, how much of the donation will be applied directly to the cause?

How much of the donation will be applied to administrative or other related expenses?

What is the Organization's Mission?

How will a contribution from One-Stop enable your organization to meet its goals?

Please note: Due to the high volume of requests we receive, we are unable to follow up with every submission. Only approved requests will receive direct contact from us.

Thank you for completing this form.