



Putney Food Co-op Donation Request Form

Please allow us ample time to process your request.

Event Name and Date _____

Name of Organization _____

Address _____

Contact Name _____

Phone _____ Email _____

Date of Request _____ Tax ID # _____

Please check to indicate that you have read the following:

____ I understand that, if approved, I will receive a \$10 gift card to purchase goods at the Putney Co-op.

____ Please contact me regarding special orders for my event, including paper goods, auction item gift bags, event support, etc.

Submit completed form to:

Putney Food Co-op

Attn: Marketing Coordinator

PO Box 730

Putney, VT 05346

or pcoopmarketing@gmail.com

Staff Use Only

Approval Date: _____

Donation Details: _____

Pickup Info: _____

Called Emailed Initials _____

Some Notes about our Donations Policy



- The Putney Co-op has a donations policy that is aligned with our Ends Statement which is: ***Because of all that we do, Putney will have an inspiring and sustainable community marketplace benefiting members and stakeholders.***
- In keeping with these values, we contribute regularly to organizations that:
 - Are community organizations that support the populations of our region
 - Have no political or religious affiliations
 - Have as a goal improving and/or educating consumers about the nutritional quality of food; improving sustainability in food production; and/or supporting local food production
 - Support co-operative values
 - Support learning and personal development, such as educational institutions
 - Provide relief to low-income populations
 - Support environmental stewardship
- **In order to fulfill the large volume of requests, we only offer to donate one \$10 gift card to use either as a raffle item, or for purchasing food for the event.**
- **We are happy to offer Cost + 15% pricing to local businesses on full case items, and a 10% discount for off-the-shelf purchases, in addition to the \$10 gift card.**
- We may be able to provide items at no charge that are credited to us through our suppliers, however this arrangement requires a minimum of 4 weeks advance notice.
- We appreciate your acknowledgement of our donations, either at your event, through your company's newsletter or advertising venues, or via the word-of-mouth that community giving generates.
- It is our intent to help our community to the extent we are able. We donate thousands of dollars each year in product and gift certificates as well as hours of staff time required to respond to requests in the best way possible. We will carefully consider your donation request and will do the best we can to support your organization. Thank you for thinking of Your Co-op, and for your valuable work in our community.

If you have any questions, please contact our Outreach Coordinator at pcoopmarketing@gmail.com, or 387-5866 ext. 122.