



DONATION REQUEST FORM

PLEASE PRINT

- This form may be completed online and printed for mail or fax. This form cannot be submitted online.
- Requests should be submitted at least 4-6 weeks in advance of an event to allow time for review.
- Gift certificates will be issued; we do not authorize monetary donations.
- Please refer to our website for donation guidelines: www.uwajimaya.com/giving
- Due to the large number of requests, Uwajimaya, Inc. is unable to guarantee a response to all donation requests. If approved, the donation will be mailed. No phone calls please.

Today's Date: _____

ORGANIZATION INFORMATION

Name of Organization	EIN/Tax ID#	501(c)3 Status	
Mailing Address	City	State	Zip
Phone	Organization Website	Contact Email Address	
Name of Contact	Title or Relationship to Organization	Contact Phone (if different)	
Has this organization received an Uwajimaya donation in the past? <input type="radio"/> Yes <input type="radio"/> No		If Yes, when? _____	

EVENT INFORMATION

Event Name	Date, Time and Place of Event	
Purpose of the Event		
How will monies raised be used?		
How will the Uwajimaya Gift Certificate be used?		
Area/Community the event will serve	Expected Number of Attendance	Request Deadline

Mail or fax this completed form: Uwajimaya, Inc. Corporate Offices Fax: 206.624.0377
Attn: Donation Committee
4601 Sixth Avenue South
Seattle, WA 98108-1716

FOR UWAJIMAYA USE ONLY

Date Received	Donation	Notes
Status	GC#	
Authorized By	Delivered	