

Donation Request Form



Wisconsin Associations of Campground Owners

PO Box 228 | Ettrick, WI 54627

Phone: (608) 525-2327

www.wisconsincampgrounds.com

The Wisconsin Association of Campground Owners (WACO) is committed to positively impacting the communities it serves by providing assistance to local schools, churches, organizations and charities. We are happy to support your organizations fundraising endeavors through the following "Donations Request Form." which has been developed as a way to create consistency and fairness to organizations that ask for WACO's support. Since WACO receives a large volume of requests, please be aware that we attempt to fulfill as many requests as possible but cannot guarantee that every donation request will be met.

Area of Focus:

WACO places priority on giving to organizations that are of interest to our customers and guests; however we are unable to honor requests or make contributions to the following:

- Donations intended for resale.
- Donations for monetary support.

How To Apply For A Donation:

- All donation requests must be submitted online, by mail or by fax on the WACO "Donation Request Form" (attached) at least three weeks prior to the event date. If submitted less than three weeks in advance, donation requests may not be granted.
- Also, you **MUST** submit a copy of the event poster/flyer along with the formal donation letter. No exceptions.
- Submit your completed "Donation Request Form" and event poster online at www.wisconsincampgrounds.com, by mail to PO Box 228, Ettrick, WI 54627 or by fax to (608) 525-2328.
- In an effort to fulfill as many requests as possible, WACO will only honor one (1) request per organization/applicant in one (1) years' time.
- Incomplete applications will not be processed. All areas of the application are required and **MUST** be filled out.

Application Processing:

- Please allow a minimum of three weeks to process your donation request. During holidays and other busy seasons, typically March through October, it could take up to four weeks for processing. During these months it is best to send in your application six to eight (6 to 8) weeks in advance.
- Due to the high volume of requests received, WACO asks that telephone or email inquiries regarding the status of your request, not be made.
- All donation decisions made by WACO are final and will be sent out or made available for pick up according to the date of the event and/or date donation is needed. If pick up is necessary, it will be the responsibility of the primary contact listed on the following form to pick up the donation or make arrangements for another person to pick it up.

Acknowledgement:

Please acknowledge that you have read and understand the Donations Policies and Procedures outlined above, and that your organization meets our requirements as stated, by entering your name below:

Requestor's Name: _____

Name of Organization: _____

Date Signed: _____

1. Contact Information

Organization/Applicant(s) Name: _____

(If Business Request) Primary Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

2. Event Details

Event Name: _____

Event Date: _____ Event Time: _____

Event Location: _____

What/who will this event benefit? _____

3. Donation Request Details

How will this donation be used at the event? _____

Donation Deadline: _____

Please check all advertising areas that WACO will be mentioned and/or its logo will be used:

☐ Facebook Event ☐ Newspaper Ad ☐ TV Ads ☐ Radio Ads ☐ Email Blasts

☐ Printed Posters ☐ Event Banners ☐ Other: _____

Is there an opportunity for us to provide promotional literature to pass out? ☐ Yes ☐ No

If yes, how many attendees are expected at event? _____

Please submit both pages of your completed "Donation Request Form" and a copy of the event poster/flyer one of the following ways:

1. Complete this form online at ***www.wisconsincampgrounds.com***.

2. You can print, fill out and fax the form and event poster to:

(608) 525-2328 - Attention: WACO Donation Committee

3. You can print, fill out and mail the form and event poster to:

WACO Office | Attn: Donation Committee

PO Box 228 | Ettrick, WI 54627