



Application for Donation

Please fill out the following form to provide us with details about your organization and/or event. Before completing an application, we kindly ask that you review our guidelines in order to determine eligibility. You will be notified by email or text message if your application has been approved. Thank you for taking the time to complete this request form and inviting us to participate in your community event!

Name of Organization: _____

501(c)3 #: _____ Contact Person: _____

*Phone: _____ *Email: _____

* Circle which you would prefer as your main form of communication

Name of Event: _____

Date and Time: _____ Expected Attendance: _____

Location: _____ (MUST be within Steele County)

Mission or purpose of event: _____

Who is your target audience for this event? (Any particular age group, gender, sport, activity, etc.)

How is your event being promoted? (Newspaper, radio, flyers, social media, tv, etc.)

What are you requesting from us? (Gift certificates, an item, a basket, to sell at your event)

Has your organization worked with us in the past year? (Group orders, quotes, office apparel, etc.)

Have we provided you a donation in the past? (Must be at least 11 months since previous donation)

YES! Date of last donation: _____ NO

How will this donation be recognized? (Logo on website, add in program, social media, verbal recognition at the event, posters for event, etc.) _____

Hat Chic clothing company takes great pride in our effort to support the community in which we live through assisting numerous charitable organizations and through direct sponsored events. The following information is provided to assist you requesting a donation. Requests that adhere to the guidelines and procedure below will be reviewed individually and receive equal consideration.

- ✓ Hat Chic Clothing Company does not make monetary donations.
- ✓ Requests must be received at least **30 days prior** to the event date to be considered.
- ✓ The event, fundraiser, or program must serve the local community.
- ✓ Only one donation request per year per organization will be accepted.
- ✓ Past support does not guarantee future support.
- ✓ In order to effectively and fairly support projects that are strategically aligned with the local community initiatives, our charitable contribution are generally NOT directed to the following: political parties or candidates, advocacy or special interest groups, corporate events and programs, conferences, tours, trips and travel, individuals, and benefits.