



## Donation Request Policy

### Timeline:

Donation requests need to be submitted 6- 8 weeks prior to the event. We will consider last minute requests, but please be advised that donations dollars may already be allocated for that time period.

### Where to file:

Applications can be handed in at the Los Alamos Co+op's Customer Service Desk, or via email to [outreach@losalamos.coop](mailto:outreach@losalamos.coop)

### What to request:

We can make donations of Los Alamos Co+op merchandise, gift cards, memberships, or a combination; therefore, please specify your preferences.

### Guidelines:

Los Alamos Co+op's donations are intended for use by non-profit organizations. Donations are intended to be used for specific projects or events, not promotions or operations.

These are our criteria for eligibility:

*Please review the following information before completing your Los Alamos Co+op donation request form.*

- Only one donation per year will be made to any given organization. Please plan appropriately and decide when it is best to request a donation from the Los Alamos Co+op.
- The organization must be working on concerns directly benefitting the Los Alamos community.
- The organization must be nonpartisan and nondiscriminatory on any basis (e.g. race, creed, gender, national origin, age, sexual orientation, etc.)
- **Requests from the following organizations will be considered by Los Alamos Co+op:**
  - Organizations defined as non-profit under the Internal Revenue Code (e.g. 501-C(3))
  - Public agencies (e.g. libraries, National Parks, Mainstreet Associations)
  - Schools and PTA/PTOs
  - Events, programs and projects that focus on improving the quality of life of a community, particularly as it relates to health, nutrition, education, environmental responsibility, and cooperative values.

If you have questions about your request, please contact our Outreach Manager at [outreach@losalamos.coop](mailto:outreach@losalamos.coop).

Although we would like to support every worthwhile cause, due to the volume of applications and limited budgets, it is not possible to fulfill every request.

### In Exchange:

- We require a Donation Tax Receipt for donations (gift card and other cash equivalent donations) to all non-profit businesses.
- We request that you use our name in your publicity for the event whenever possible, and set out a sign identifying Los Alamos Co+op's contribution to the event. (We will supply all Co+op branded materials.)
- If your organization utilizes Facebook, we ask that you acknowledge our contribution to the event and tag us [@LosAlamosCoop](https://www.facebook.com/LosAlamosCoop)
- In addition, we'd like a copy of your publicity materials for our records.