



The Living Room Coffee Shop and Vintage Gifts is passionate about community efforts and it is our goal to assist with requests as they are submitted. However, due to the number of submitted forms, we are unable to honor all requests. Please note the following donation guidelines for The Living Room Coffee Shop and Vintage Gifts.

Donation Guidelines:

1. We ask that you fill out this form completely.
2. Your request should be submitted a minimum of 30 days prior to the event.
3. Each organization can only submit one donation form per calendar year.
4. Please allow 7-10 business days for review and approval.
5. If your donation request is honored, you will receive an email with the details of your request.
6. By completing this donation request, it does not guarantee a donation.
7. All donation forms must be dropped off in person at The Living Room Coffee Shop and Vintage Gifts.

We will not consider any of the following requests:

1. We will not contribute to a political candidate or organization.
2. We will not contribute to any organization outside of Wisconsin.
3. We will not contribute to labor or fraternal organization.
4. We do not consider organizations that discriminate by race, creed, gender, ethnicity, sexual orientation, disability, age or any other legal basis prohibited by law.
5. We do not consider requests by phone or verbal solicitations.

About Your Organization

Legal Name: _____

Type of Organization: _____

Address: _____

IRS 501(c)(3) Nonprofit? (circle one) YES NO 501(c)(3) # _____

Organization's Mission Statement: _____

Number of years established: _____ Volunteers: _____

About Donation Request

Contact Person: _____

Title: _____

Phone: _____ Email: _____

Please Specify Donation Request: _____

Event Name: _____

Event Date: _____ Estimated number of attendees: _____

Additional Requested information

Please include the following information regarding your company on a separate paper.

1. Please give us a brief summary of your project and/or event: _____
2. How will you mention The Living Room Coffee Shop and Vintage Gifts during the project and/or event in programs, signage, and any other publicity: _____
3. Description of this request that includes goals and objectives to be reached utilizing funds received or earned based on donation. _____
4. Summary of your organization's history, goals and key achievements. _____
5. A letter from the IRS confirming 501(c)(3) tax exempt status. You must be a U.S. based IRS 501(c)(3) qualified charitable organization.

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The Living Room Coffee Shop and Vintage Gifts
85 S. Main St., Clintonville, WI 54929