

Dear Donation Seekers:

We ask that you look over the following criteria before submitting your request.

- 🎯 Requests by phone are not accepted.
- 🎯 Location – Your organization or event should be in the JA Counter service area.
- 🎯 The recipient must be a 501c3 nonprofit organization. A copy of the 501c3 letter from the IRS must accompany the application. (This letter comes from the Treasury Department and is different from a state tax exempt form.)
- 🎯 The application must be received at least 4 to 5 weeks before the event date in order to be considered. All applications are reviewed on a first come-first serve basis. We will respond only to requests that have been approved by us.
- 🎯 Because our donations budget is limited, early submission of your application is recommended.

Due to the volume of requests we receive, we are not able to respond to all requests.

We do not donate to individuals, individuals seeking pledges, multiple requests from the same organization or organizations and/or causes. Each approved organization is restricted to one donation per year from JA Counter. Past support of an organization or an event is not a guarantee of future support.

Although we would like to support every worthwhile cause, due to the volume of applications, it is not possible for JA Counter to fulfill every request. Thank you for your interest in our philanthropic effort.

REQUESTS WITHOUT A 501C3 LETTER FROM THE TREASURY WILL NOT BE CONSIDERED.

JA COUNTER DONATION REQUEST FORM

Your complete application must be received at least 4 to 5 weeks in advance of your event date in order to be considered. Please read all guidelines on this application before submission.

Today's Date: _____	Event Date: _____
Organization: _____	*501C3 #: _____
Address: _____	
Contact: _____	Title: _____
Phone: _____	Alternate Phone: _____
Email: _____	Fax: _____
Requested amount: _____	Expected attendance: _____
How will JA Counter be acknowledged for this event: _____	

Event Description: _____

Request Description: _____

Mail your completed request with copy of your 501c3 form to the attention of "Donation Requests" at the address listed below.