



The Shops at

NORTHFIELD

S T A P L E T O N

Northfield Stapleton In-Kind Donation Request Form

The Shops at Northfield Stapleton is proud to be able to support local organizations in their fundraising efforts with the donation of gift cards, movie passes and other such items for use in silent auctions, achievement awards, etc. To request an in-kind donation, please fill out the form below and submit via email or fax to the Northfield Stapleton management office. Each month, all applications will be reviewed and a selection will be made. The receiving organization will be contacted prior to the date of the event and must arrange for pick-up of the donation at the Northfield Stapleton management office.

In order to be considered, an organization must agree to provide the following information on official letterhead:

- Date
- Organization name
- 501-3c number
- Thank You statement recapping the amount and/or items donated
- Recipient's signature

1. Fill out the application below and submit 2-months prior to your event deadline.

Email: MollyMorrow@forestcity.net

Fax: 303-375-5477 ATTN: Molly Morrow

2. Please submit information about your organization and the intended use for the donation:

Date of Request: _____

Benefitting Organization/Group: _____

Contact Name and Email: _____

501-3c Number: _____

Date of Event (if applicable): _____

Event description or reason for request (feel free to attach a separate sheet with information if easier):

Will there be advertising support or sponsor recognition? If so, please explain:

Thank you for contacting Northfield Stapleton!
We will be in touch with you after reviewing this month's requests.