



# DONATION REQUEST FORM

Van Putte Gardens is proud to be an active part of the Rochester community for over 70 years. It brings us joy to give back to the people and organizations that have supported us for so many years. While we make every effort to accommodate as many requests as possible, we are unable to reply or participate in every program for which we are contacted; nor are we able to respond to every request received.

Please print, fill out and return this donation request form at least one month prior to the date needed. You may drop off the form in person, mail it, or e-mail it to [donations@vanputte.com](mailto:donations@vanputte.com). All requests must be made in writing. Verbal requests will not be considered. Thank you for giving us the opportunity to support our community. If we are not able to honor your request this time, please consider us again in the future!

Today's Date \_\_\_\_\_ Date of Event \_\_\_\_\_ Preferred Pick-up Date \_\_\_\_\_

Organization \_\_\_\_\_

Is this a 501(c)(3) organization? Yes  No  501(c)(3) Tax ID # \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Town/ZIP \_\_\_\_\_

E-mail \_\_\_\_\_ Organization Website \_\_\_\_\_

### Specific Request:

- Gift Card
- Plants or Materials (specify type & quantity) \_\_\_\_\_
- Program Ads (include costs, sizes, color/black & white, and artwork deadline) \_\_\_\_\_

How will the donation be used? \_\_\_\_\_

What does your company/organization do? \_\_\_\_\_

Please attach any additional materials or event fliers to support your request. *No phone calls please.*

**Send at least one month prior to date needed to:**

Van Putte Gardens  
Attn: Donation Request  
136 North Ave.  
Rochester, NY 14626

or

[donations@vanputte.com](mailto:donations@vanputte.com)

- For Internal Use -

**Date Received:** \_\_\_\_\_

**Action Taken:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_