
Donation Request Policy and Guidelines

The Medford Cooperative mission states that we will serve your community cooperatively and professionally. With that, a large part of the cooperative spirit is supporting the communities that support us. We believe it is important to share our success with our customers as well as the communities we serve. To do so, we provide donations to non-profit organizations that align with our funding priorities:

- Education and Youth Development
- Community Growth and Development
- Community Well-being and Safety
- Agriculture-focused Organizations

All requests for charitable contribution are coordinated and administered by Medford Cooperative Administration, not our individual departments (e.g. Ag Services, C-Stores, Energy Services, Grocery Stores, Hardware Stores, IT Solutions)

Requests are reviewed on the 15th of each month. Please submit your request as early as possible and prior to the 15th of the month.

Application Guidelines:

- Requests must align with the aforementioned funding priorities.
- Medford Cooperative only makes donations to entities and/or members of the Cooperative. If you and/or your organization are/is not currently a member, please contact us to apply today (free of charge).
- If tax-exempt, organizations must provide proof of 501(c)3 tax-exempt status.
- Incomplete requests or requests not on our 'Donation form' will not be considered.
- Requests for events that have already occurred or items that have already been purchased will not be approved.
- If your organization receives a cash donation, for tax purposes, we ask that you provide a formal acknowledgement letter to Medford Cooperative.
- We do not fund organizations raising funds to donate to other organizations. We prefer to donate directly.

Once you have reviewed the guidelines and completed the Donation Request Form, please send to:

Email: info@medfordcoop.com

Or Mail to:

Medford Cooperative, Inc. ATTN: Jolene Kennedy

160 Medford Plaza, PO BOX 407

Medford, WI 54451

If you have any questions, please contact Jolene Kennedy at 715.748.2056.

7.2023

Current Date: _____

Donation Request Form

Organization Information

Organization Requesting the Donation (Legal Name) _____

Organization's Address _____

Organization's City _____ State ____ Zip ____ Phone Number _____

Is your organization 501(c)3 Tax Exempt: Yes _____ No _____

Please attach your IRS Determination Letter or provide your tax-exempt number: _____

Please provide a Medford Cooperative Patronage Rewards card number, or phone number associated with a card number, for your organization or a prominent leader of your organization: _____

Representative Information

Name of Organization's Representative (first and last) _____

Representative Address _____

Representative's City _____ State ____ Zip ____ Phone Number _____

Representative email address _____

Request Information

Name of Event/Cause _____ Date of Event _____

Brief Description of the project or event (purpose/goal) - include attachments if available _____

Number of Participants Expected: _____

Type of Donation being requested (circle all that apply) Cash Gift card Other (explain) _____

If cash or gift card, amount requesting? _____ Date request is needed _____

How will donations or sponsorships be recognized? _____

7.2023