

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. Energy, Ag, County Market, Ace or C-Stores).

Requests are reviewed on the 15th of each 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).
- To reduce administrative expenses, we allow each organization to submit one donation request form per year. If you have multiple events or initiatives throughout the year, we ask that they all be submitted together.
- 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 donation of \$250 or more, for tax purposes, we ask that you provide a formal acknowledgement letter to Medford Cooperative.
- We typically 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

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.



160 Medford Plaza | PO Box 407

Medford, WI 54451

715.748.2056 | 800.348.6909

info@medfordcoop.com | www.medfordcoop.com

Donation Request Form

Current Date _____

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 _____ Date of Event _____

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

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 sponsors be recognized? _____