



# Partnership Request Form

Complete steps 1-3 and return completed form to the Store or DC Director.

**NOTE:** Forms must be completed in full and returned a minimum of 30 days before event/program deadline.

STEP 1: Organization contact information			
Today's date:		Nonprofit federal tax ID number:	
Name of organization:			
Contact first name:		Contact last name:	
Organization address:		City:	State: Zip code:
Organization telephone number (xxx) xxx-xxxx:	Cell phone number (xxx) xxx-xxxx:	Fax number (xxx) xxx-xxxx:	
Email address:			

STEP 2: Request description	
Request fits into one (1) of the following categories: <input type="checkbox"/> #1: Hunger/Food Diversion <input type="checkbox"/> #2: Heroes <input type="checkbox"/> #3: Hope	
Type of request (check type and fill in amount): <input type="checkbox"/> Gift card: \$ _____ <input type="checkbox"/> Program/event sponsorship: \$ _____ <input type="checkbox"/> Product donation (list items requested and quantities): _____ (attach list if needed)	
Please explain request and how partnership would work:	
(If applicable) Event name:	Date of event:
Time:	Location:

STEP 3: Recognition at event	
How will we be recognized? Please check all that apply:	
<input type="checkbox"/> Banner <input type="checkbox"/> Sign <input type="checkbox"/> Ad <input type="checkbox"/> Logo on t-shirt <input type="checkbox"/> Free entries <input type="checkbox"/> Opportunity to volunteer <input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Print <input type="checkbox"/> Social media <input type="checkbox"/> Website <input type="checkbox"/> Other: _____	

RETAIL STORE / DC TO COMPLETE	
Store number or DC location:	<b>Stores, choose one of the following options:</b> <b>Option 1:</b> Donation given at store: \$ _____ gift card and/or \$ _____ product cost <b>Option 2:</b> \$ _____ recommended donation for corporate review: Scan and email your Community Engagement Managers: <a href="mailto:Dawn.Bredeweg@spartannash.com">Dawn.Bredeweg@spartannash.com</a> or <a href="mailto:Courtney.VanGilder@spartannash.com">Courtney.VanGilder@spartannash.com</a>
Store director/ DC signature:	
Pickup signature:	Stores: Scan form and save to your store's Z drive under Donations Request > Completed forms