

# Satek Winery

## ***Donation Request Form***



Satek Winery

**Instructions:** Please fill out completely and **submit by the 15<sup>th</sup> of the month prior to the month of the event** for which you are requesting the donation. To be considered, you must meet the following criteria:

- Non-profit organizations only (must submit a copy of your Federal Tax ID stating you meet non-profit status)
- Cannot be an organization sponsoring or benefitting minors (conflict of interest since we make and sell wine)
- Priority will be given to Steuben County-based organizations and need-based causes
- Charitable event must benefit more than a single individual
- Only one donation per event
- Cannot be benefitting political issues or campaigns
- Forms must be filled out completely and submitted by the deadline

Date submitted \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of event \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Organization  
\_\_\_\_\_

Contact person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Daytime phone number (\_\_\_\_\_) \_\_\_\_\_

Fax number (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Non-profit/501c3 status? YES\* or NO (please circle)

\* Federal Tax ID# (required) \_\_\_\_\_

Event name \_\_\_\_\_

Description of event (attach additional information if necessary):


Who or what is the beneficiary of the funds raised?


Anticipated attendance \_\_\_\_\_

Donation needed by \_\_\_\_/\_\_\_\_/\_\_\_\_

Donation requested:

- ☐ gift certificate
- ☐ merchandise/gift basket
- ☐ check
- ☐ sponsorship (please attach additional information)

You will be contacted by the 1<sup>st</sup> of the month (of the month of your event) as to the status of your request. You may fax this completed form to us at (260) 495-4633, email to [morgand@satekwinery.com](mailto:morgand@satekwinery.com) , or mail to:

Satek Winery, 6208 N. Van Guilder Rd., Fremont, IN 46737.

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***For office use only:***

Date received \_\_\_\_/\_\_\_\_/\_\_\_\_

- ☐ Denied (reason: \_\_\_\_\_)
- ☐ Approved
  - ☐ Gift certificate (value \$ \_\_\_\_; certificate # \_\_\_\_)
  - ☐ Merchandise/gift basket (value \$ \_\_\_\_)
  - ☐ Check (amount \$ \_\_\_\_)
  - ☐ Sponsorship (amount \$ \_\_\_\_)