

Satek Winery

Donation Request Form



Satek Winery

Instructions: Please fill out completely and **submit by the 15th 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 1st 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 , or mail to:

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

For office use only:

Date received ____/____/____

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