



# Loveland Living Planet Aquarium Charitable Request Form

Thank you for your charitable organization donation request. For request consideration, the following items **must be** attached and submitted to [donations@thelivingplanet.com](mailto:donations@thelivingplanet.com)

\_\_\_\_\_ Charitable Request form (complete information below)

\_\_\_\_\_ 501c3 IRS determination letter (mandatory)

\_\_\_\_\_ Event details on organization letterhead

**\* Please note that there are a limited number of charitable gifts available.**

While every request will be considered, not all requests can be granted.

Please allow 3 weeks for processing.

**Requesting Organization:** \_\_\_\_\_

**Non-Profit Organization?** YES \_\_\_\_\_ NO \_\_\_\_\_

**Federal Tax ID:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Contact e-mail address:** \_\_\_\_\_

**Contact Phone number:** \_\_\_\_\_

**Date & type of Event:** \_\_\_\_\_

**Attendance estimate at Event:** \_\_\_\_\_

**Date of request:** \_\_\_\_\_ **Deadline date for fulfillment:** \_\_\_\_\_

**Item(s) requested:** \_\_\_\_\_

**Other Information/Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For LLPA Use Only:**

Date Approved:

Authorized by:

Items Donated:

Approx Value of donated Items:

Inserted into database by

Date: