



Loveland Living Planet Aquarium

Donation 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

_____ Donation 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: