



1711 Lodge Drive  
Janesville, WI 53545  
(608) 754-3925

**Basics Cooperative Donation Request**

1. **We require a minimum of 30 days' notice.**
2. Basics is cooperatively owned by more than 6,000 individuals! To best represent and serve our diverse ownership, organizations must meet all the following criteria for a donation request to be considered: the organization must be non-profit, non-partisan, secular, and does not discriminate based on race, creed, sex, national origin, age, sexual orientation, or physical disability.
3. Additionally, the organization/event must meet at least one of the following criteria: supports the mission and values of Basics Co-op, serves local communities, supports ecological sustainability, promotes physical community sustainability and health, empowers marginalized community members, supports cultural or environmental competency, actively promotes community arts or alternative expression.
4. Once the above criteria are met, requests will be considered in the context of the total number of requests for each month and the order in which they were received.
5. Donations may be limited to once per organization per calendar year.
6. Please submit the following in writing to the Basics Customer Service desk. Due to the large volume of requests we receive, verbal requests are not considered and we ask that you do not contact us after submitting your request. **If we are able to fulfill the request, we will contact you.**

**Item Requested (circle one):      \$50 Basics Gift Card      \$50 Basics Gift Basket**

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

Name of Event: \_\_\_\_\_

Requested Pickup Date: \_\_\_\_\_

Gift basket requested theme/contents (optional): \_\_\_\_\_

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

Contact's Phone or Email: \_\_\_\_\_

Please attach event flyer(s) if available.

\*For sponsorship requests, please contact Marketing.