



ECO-FIRST, Inc.

www.eco-first.com

Post Office Box 390
3 Harvest View Drive
Lesage, West Virginia 25537-0390

Phone: 304.736.7303 Fax: 304.736.7332 Email: ecofirst@earthlink.net

DONATION REQUEST FORM

Please complete the donation request form and email the completed form to ecofirst@earthlink.net with the subject line "Donation Request" or fax the completed form to 304.736.7332 with a cover sheet stating "Donation Request". Responses to donation requests will be made within 10 days to the email address or fax number from which the donation request was sent. Donations are limited to one per year per individual, group or organization. ECO-FIRST will consider each donation request carefully. Please send any additional information you would like considered along with the completed donation request form.

Today's Date: _____

Name of Individual, Group or Organization Requesting Donation: _____

Address: _____ City: _____ State: _____ Zip: _____

Name of Contact Person: _____ Phone Number: _____

Contact Email Address: _____ Are You a 501c3 Organization?: _____

Legal Name of Organization if Different From Above: _____

501c3 Tax ID Number: _____ Event Date or Date Donation is Requested By: _____

Brief Description of Event or Reason for Request: _____

Have We Donated to You Previously?: _____ If Yes, Date of Most Recent Donation: _____

Requested Donation Amount: \$ _____ If Requested Donation Amount Can Not Be Provided

Would You Like Consideration for a Smaller Amount?: _____

Donation Request Submitted by: _____

Signature of Applicant: _____

Office Use Only

Date of Donation Request: _____ Approval or Denial: _____ Reason: _____

Comments: _____ Donation Amount: \$ _____ Check Number: _____