



Donation Request Form

Our studio receives numerous requests for donations on a daily basis. In an effort to review each request we ask that the organization must complete our Donation Request Form. Please submit all request forms via email office@underthesun.glass or by dropping off in person to the studio.

Our team will respond to organization leader listed below.

Please allow for 3-4 weeks for processing the donation form request & product creation.

Date of Request: _____

Name of Organization: _____

Website of Organization and/or Address: _____

Please Check One of the Following that Apply to the Organization:

- Non-Profit
- Profit
- Other: _____ (please provide details)

Contact Information of Leader/Personnel Requesting Donation

First & Last Name: _____

Email: _____

Contact Number: _____

Taxable Donation Receipt, Will One Be Provided: *Please Circle Which One To Your Organization Applies*

YES / NO

Date of Event: _____

Donation Required By Date: _____

Deadline For Response: _____

Explanation of Donation Requested:

Please NOTE All Donations provided by Under The Sun Require a Taxable Donation Receipt



Please describe the fundraising event & how funding from this event will be used:

How has your organization supported our business in the past?

What are the Top Three Accomplishments of your organization within the past year:

- A) _____
- B) _____
- C) _____

Once sections are all completed, please email the completed form to

office@underthesun.glass

Below Office Use Only

Donation Request

- Approved
- Not Approved

Donation Item Description & Coding:

Applicate Notified By: _____

Date Applicate Contacted: _____