



110 East Main Street
Madison, IN 47250
www.villagelightsbooks.com

Request for Donation

Thank you for your request for a donation from Village Lights Bookstore. As a locally owned independent bookstore, we value all efforts to improve our community. We especially value efforts to increase and promote literacy.

Every year we receive dozens of requests for donations. We wish we could donate to all worthy causes, but we are only one small business and must make choices. We have, therefore, established guidelines for accommodating those requests.

We review written requests for donations on a monthly basis. Please submit your request prior to the last Tuesday of the month. If we will be able to provide a donation, we will notify the contact person by the end of the last week of that month and arrange for pickup of the donation. Please be advised that we are unable to provide cash donations or sponsorships. Books donated may include slight damage or may be restricted from return/exchange.

Please take a moment to fill out this donation request application with as much detail as possible. If necessary, you may use the back of the sheet. You may provide additional information (brochures, letters, leaflets, donation forms).

Date of Request: _____ Date of Event (if applicable): _____

Name of Organization/Event: _____

Website: _____

Is this organization a registered non-profit? _____ If not, please explain.

Who benefits from the organization or event?

How does your event or organization relate to literacy or otherwise match with the goals and philosophies of Village Lights Bookstore? Why are we a good match for your program?

What is your specific donation request from Village Lights Bookstore?

Contact Person: _____

Contact Address: _____

Contact Email: _____

Contact Phone Number: _____