

# Donation/Sponsorship Request Form



Organizations requesting an ATCO Electric donation or sponsorship will receive a response within 30 days. Submit all requests in writing. As ATCO Electric receives hundreds of requests for donations and sponsorships each year, opportunities are evaluated before determining where donations and funding are best allocated across our service area. In-kind assistance or volunteer assistance are also considered.

<b>Organization name</b>	
<b>Contact name</b>	
<b>Contact number(s)</b> <i>work – cell - home</i>	
<b>Event / program</b>	
<b>Event / program location – town/city</b>	
<b>Event / program date(s) &amp; time(s)</b>	
<b>Event / program request type</b> <i>donation/sponsorship/ volunteers/ Gift in Kind equipment</i>	
<b>If financial support requested, how much is requested, and how will the money be used?</b>	
<b>Date response required</b> <i>month – day - year</i>	
<b>Date item, contribution or donation needed</b> <i>month – day - year</i>	
<b>Event / program details</b> <i>Please include if this is a one-time or multi-year request.</i>	
<b>Event / program audience details</b>	
<b>Brief description of how this event links to ATCO Electric’s focus areas</b>	
<b>Form(s) of recognition for ATCO Electric</b>	
<b>Other organizations supporting event/program</b>	
<b>Your organizations’ charitable or non-profit registration number (if applicable)</b>	
<b>Comments / additional information:</b>	

## WHERE TO SUBMIT REQUEST:

If the event/program benefits several or all regions of the province, or takes place in Edmonton or Calgary, submit written request by fax to: **(780) 426-4062 in Edmonton.**

All other requests should be directed to the closest ATCO Electric office in your area:

- Service Locations: [http://www.atcoelectric.com/Our\\_Services/Service\\_Area/ServiceArea.asp](http://www.atcoelectric.com/Our_Services/Service_Area/ServiceArea.asp)