



## **Huntsville Botanical Garden**

### **Community Support Application Process**

If you are seeking a raffle item, door prize, giveaway or auction item, or similar charitable donation please contact us via email: [membership@hsvbg.org](mailto:membership@hsvbg.org)

#### **All Requests Are Carefully Considered**

We receive numerous requests for community contributions and charitable donations every week—we do our best to give each request careful consideration. Please allow a minimum of two weeks for your request to be processed. Due to the volume of requests received, only those organizations receiving a contribution will be contacted.

Requests must be made by email—telephone requests will not be accepted. Please do not send multiple requests; we will contact you if we require further information.

#### **How To Make A Request**

For us to evaluate your request, we need the following information:

- Organization name:
- Address:
- Person to contact:
- Telephone:
- E-mail:
- Is your organization a 501(c)(3)?
- A description of your organization, including objectives:
- The purpose of the contribution and the name of the organization the contribution is supporting:
- Event date:
- What type of contribution do you seek:
- How the contribution will be both promoted and recognized:
- The expected audience reach:
- Can you pick your donation up at the Garden?

**Huntsville Botanical Garden, 4747 Bob Wallace Avenue, Huntsville, AL 35805**