

Club/Business Member – Request for Donations

This form must be completed and submitted for all non-monetary requests. Submit form to info@albertaequestrian.com. All requests must be submitted a minimum of 30 days prior to the event date. A current AEF Club or Business Membership is required. Donations are subject to availability.

Applicant Information:		
Club/Business Name: _____		
Name of person completing application: _____		
Position/Role held with Club/Business: _____		
Address: _____		
City: _____	Prov./Terr: _____	Postal: _____
Please check one:		
<input type="checkbox"/> AEF Club Member	<input type="checkbox"/> AEF Business Member	

Event Information:		
Event Location (Facility & Prov./Terr.): _____		
Date(s) of Event: _____	Date Items Required by: _____	
Age Range of Participants (select all that apply):		
<input type="checkbox"/> Under 12	<input type="checkbox"/> 13-18	<input type="checkbox"/> 19-30
<input type="checkbox"/> 31-50	<input type="checkbox"/> 51 and over	
Is AEF membership mandatory at this event:		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Event Details (include as much detail as possible):

If this request is approved, what will the donation be used for:

Recognition of AEF for Donation:

If your request is approved, indicate how the AEF will be recognized at the event (check all that apply - must select minimum 1 option):

- Tag AEF on Facebook and/or in the Facebook event page (@AlbertaEquestrian)
- Tag AEF on Instagram during the event (@Alberta_Equestrian)
- Where approved by AEF, use the AEF logo in applicable advertisements
- Refer NEW members to the AEF (particularly if attendees are not members)
- Other (explain below):

Available items and logistics (select below as applicable):

Educational Materials for:

- Coaching
- Competition
- Membership
- Equine Welfare
- New Participants

Promotional Items:

- Bags
- Pens
- Note Pads
- Vinyl Logos

Other: _____

Number of items requested: _____

If approved, Applicant agrees to:

- Pick Up Items at the AEF office (appointment required)
- Pay for Shipping of Items; AEF will contact for payment information (shipping will go to applicant at address provided).

AEF reserves the right to approve applications in part, in whole, or not at all. Completion of this form does not guarantee approval. Availability is based on several factors including budgetary constraints; the impact and value of donate items to the AEF Membership, etc.

Office Use only:

Date Received: _____

Items approved:

Team member completing order: _____

Date Picked up/Shipped: _____