



Contributions must be made to qualified organizations. Qualified organizations include Federal, state, and local governments (including school districts) and 501(c)(3) organizations organized and operated only for charitable, religious, educational, scientific, or literary purposes, or for the prevention of cruelty to children or animals.

1	Volunteer Group	
2	Volunteer Group Contact	
3	Contact (for above) Phone Number & e-mail	
4	Charity	
5	Charity Registration # 501(c)(3) # or similar	
6	Contact Person at Charity:	
7	Phone Number and email of Charity Contact person	
8	Mailing Address of Charity	

Payment Schedule: The donation will be paid within 30 days upon completion of event, dependent upon receipt of a signed copy of this form **along with a copy of the organization's federal 501(c)3 determination letter or its equivalent.**

Checks will be available for pick up at the Madison Festivals office (see below address) with an appointment or can be mailed*.

Checks WILL NOT be cut to individuals.

Authorized Representative (printed)

Authorized Representative signature

Date

Please return this form to: Madison Festivals, Inc · 2981 Cahill Main, Suite 2 · Madison, WI 53711
P 608.310-7295 F 608.276-9780 · erin@madisonfestivals.com

*Organizations that choose to have checks mailed will be responsible for the receipt of the check. If a check needs to be reissued, the \$20 fee for stopping payment on the original check, will be taken out of the organization's donation amount.