SCHOOL DONATION APPLICATION FORM

(A) Please provide the following information:

(1) *An official letter signed by the principal with detailed information of the event and request for donation.*

(2) School Name:

(3) Event Contact Person:

(4) Contact Email Address:

(5) Contact Phone Number:

(6) Event Name:

(7) Estimated Number of Event Participants:

(8) Event Date:

(9) What is the main purpose of the event?

(10) What is the main purpose of the donation?

AUCTION / RAFFLE PRIZES / EVENT DECORATION / GOODIE BAGS / CONTEST PRIZES / GIFT WRAPPING

Others | |
|---|

(11) Is your school interested in *BULK PURCHASING DISCOUNT*? *YES / NO*

(12) Preferred Store for Donation Pick-Up:

(B) Donation request timeline:

(1) Fill in this form and send it to priya.looksharp@gmail.com at least four weeks before the event date.

(2) We will inform you via email whether your donation request is successful or not within thenext two weeks of application date.

(3) If your donation request is successful, we will inform you the date and time for thedonation collection.

(4) Finally please see the next section for further information and requirements.

(C) After donation request approval:

We would like to invite your school to take part in the following:

(1) Supply photos or videos showing how the donated products are being used, and you would allow Look Sharp to use these photos or videos unrestrictedly.

If the retail value of donation exceeds $200:

(2) Display two Look Sharp banners during the event, and return these two banners after the event (Banners will be given along with the donation).

(3) A bulk of 100 Look Sharp Flyers will be provided to be handed out during the event.

(D) Terms & Conditions:

(1) Definition of "DONATION": Donation will be offered in terms of products, no cash donation will be provided.

(2) Definition of "BULK PURCHASE DISCOUNT": Bulk Purchase Discount will be offered if you purchase any items for quantity of 50 or more.