

Office Use Only:

Date received at OCS Office: _____

Fundraiser Request Form

All fundraiser requests, forms and correspondence are to be directed solely through the OCS office. Please refrain from contacting our retail locations regarding fundraiser requests. The office team members are the only persons authorized to accept, review and process these forms. ALL COMMUNICATION regarding fundraiser requests is to be directed to the OCS office.

OCS helps support community fundraisers through donations of OCS Bucks (CITGO), DINER Bucks or SUBWAY coupons. To help us best evaluate your fundraiser request, please do the following:

1. Complete this form in its entirety, answering all questions. If a question does not apply, please indicate "N/A". Request forms that are not filled out completely will NOT be considered. No requests with political affiliations will be considered.
2. Once you have completed this form, deliver it to the OCS office at least 30 days in advance of your event in one of the 4 ways listed below:
 - a. Print out and mail directly to the OCS office at: 3011 West Wisconsin Avenue, Appleton, WI 54914
 - b. Print out and hand-deliver directly to the OCS office.
 - c. Print out and fax directly to the OCS office 920-739-1373
 - d. Save the file and e-mail to ocsoffice@ocscoop.com
3. Please include a flyer, cut sheet or other informational document(s) related to your event.

Date Submitted: _____ Group/Organization: _____

Contact Name: _____ Phone: _____ Non-Profit Federal Tax ID # _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Event Website: _____

1. Who in the community will this donation benefit and in what way? _____

2. Has your organization made a request from OCS Inc. in the last:

12 months? ☐ YES ☐ NO

24 months? ☐ YES ☐ NO

If yes, please explain: _____

3. Do you anticipate making future requests of OCS? ☐ YES ☐ NO If yes, when? _____

4. What is the date of your event? _____ Decision Deadline? _____

5. Will there be advertising material for our retail location to be included in? ☐ ☐

6. a. Which ONE of our locations is closest to your event? (Please check only ONE location below)

b. **Please, in any of your event materials, advertising, flyers, posters, letters or correspondence of any kind, use our location name EXACTLY as it appears below. Thank You!**

☐ The DINER

☐ Appleton T/P-CITGO

☐ Greenville T/P-CITGO

☐ Fremont T/P-CITGO

☐ Bear Creek T/P-CITGO

☐ Plainfield T/P-CITGO

☐ Francis Creek T/P-CITGO

☐ Weyauwega T/P-CITGO

☐ SUBWAY Weyauwega

☐ SUBWAY Coloma

