

Office Use Only:

Date received at OCS Office: \_\_\_\_\_

## Fundraiser Coupon Request Form

Supporting community fundraisers through donations of  
OCS coupons, CITGO coupons SUBWAY coupons or DINER coupons.

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. 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.

*Due to insurance and liability reasons, all events on our premises are prohibited. Events include, but are not limited to: car washes, brat fries, etc. Thank you for your understanding in advance.*

To help us best evaluate your fundraiser coupon request form, please do the following:

1. Complete this form in its entirety, answering all questions. If a question does not apply, please indicate "N/A".
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](mailto:ocsoffice@ocscoop.com)
3. Please include a flyer, cut sheet or other informational document(s) for your event. *No requests with political affiliations will be considered.*

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? ☐ YES ☐ NO

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  
☐ Appleton T/P-CITGO  
☐ Greenville T/P-CITGO, SUBWAY  
☐ Fremont T/P-CITGO, SUBWAY

- ☐ Bear Creek T/P-CITGO, SUBWAY  
☐ Plainfield T/P-CITGO, SUBWAY  
☐ Francis Creek T/P-CITGO, SUBWAY

- ☐ Weyauwega T/P-CITGO  
☐ SUBWAY Weyauwega  
☐ SUBWAY Coloma

