



VCC Thrift Store

Request for Merchandise Donation or Loan

- Project or Event

- Organization:

- Organization APO Address :

- Organization Physical Location:

- Requestor's Contact Information:
 - Name
 - Position
 - Phone #:
 - Email:

- Contact information for Organizational Leadership POC (if different from above):
 - Name
 - Position
 - Phone #:
 - Email:

- What is the purpose of your organization?

- Briefly explain your request for merchandise. Include who or what organization will benefit from the ultimate receipt of the merchandise. What type and quantity of merchandise are you requesting:

- Is the merchandise intended for resale? Explain.

- Is this a one-time request or a request for continued and ongoing donation? Explain.

- Or explain your request for the loan of merchandise. Include what audience and how many people will benefit from the event where you use borrowed merchandise. What type and quantity of merchandise do you need to borrow?

- If request is granted, how will your organization collect the merchandise? How often will you pick up? Include name and contact information for persons who are authorized to pick up.

- If the request is granted, how will your organization credit the VCC Thrift Store?

**Please submit request by the 20th day of each month by email to:
thriftstoreliaison@vccitaly.org.**