



STEPS FOR WRITING A LETTER FOR A WAL-MART DONATION




Local Wal-Mart Stores across the United States have a foundation which donates items and money to local charities and public schools. Applications for a Wal-Mart Donation can be obtained at the Customer Service Desk at the front of the store. A Wal-Mart application is included in this booklet.

There are limited amount funds for each store, so if you wish to pursue a Wal-Mart Donation, submit your letter and application form at the beginning of the school year or as soon as possible. Follow the steps listed below to help ensure you are granted a Wal-Mart donation.

1. Before you begin writing your letter to Wal-Mart, get permission from your school principal. Every school has different policies and procedures for requesting donations. Make sure that you are following the appropriate procedures for your school.
2. Once you receive the principal's permission, pick up a Wal-Mart application at the Customer's Service Desk.
3. Complete the application in full. Do not leave any blanks or missing information.
4. Write a cover letter to Wal-Mart following the example provided in this booklet.
5. Show the application form and cover letter to the principal.
6. Once you receive the principal's approval, send your application to the address listed on the Wal-Mart Application.
7. If you have not heard from Wal-Mart after two to three weeks, contact the Customer Service Desk to find out the status of your application.



8.  If your application has been approved, wait until you obtain a letter from Wal-Mart confirming the donation before you start purchasing anything from the store.

9. Give a copy of the approval form to the principal. Ask the principal when you can purchase your items (this is in lieu of material donations that Wal-Mart may give).
10. You may want to put an announcement about your Wal-Mart Donation in the school or public newspaper thanking them. Ask your principal or community relations department of your school before you contact the public newspaper for an article. There are certain procedures that need to be followed by each district if you choose to thank Wal-Mart publicly.
11. Write a thank you letter to Wal-Mart for their donation. This will encourage them to contribute to your project in future years.



Thank you Wal-Mart!