

Request for Donation



Please complete the Donation Request Form below and attach supporting details. In order to allow sufficient time to consider each request, please submit this form no less than 3 weeks in advance of the date the donation is needed. Donations granted may be for less than the amount requested.

Date of Request: _____ Date Needed: _____

Name of Organization Requesting Donation: _____

Does Organization Have 501(c)(3) Nonprofit Status?: Yes No

Tax Id #: _____

Number of Individuals Touched By This Organization: _____

Name of Contact Person: _____

Address: _____ Phone: _____

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

Location Y _____

Type of Donation Requested:

Cash/Gift Cards

Merchandise

Event/Sports Sponsorship

Advertisement

If Cash or Gift Card Donation, Amount Requested: _____

If Merchandise Donation, Specify Exact Description and Quantities Requested: _____

If Event, Please Give Name, Date and Purpose of Event: _____

If Sports Team, Specify Details: _____

If Ad, Specify Size (w x h), Color or B&W, Deadline, Format and Email Address to Send Digital Artwork: _____

Office Use Only

Presented To: _____

Comments: _____

Approved Denied Comments About Decision: _____
