



Donation Request

In keeping with our policy of community responsibility and involvement, and to ensure that funds available are used for the intended purposes, certain standards have been established for the granting of merchandise, food, products or funds.

Parties, trips and sporting events are interesting to do and to some degree educational, but they do not qualify as charitable or educational projects.

Please fill out all the information requested and attach any additional information you wish to submit for consideration. Because of the large number of requests we receive and the time needed to budget for such items, you must allow at least 10 days lead time.

Thank you for your cooperation.

Your Organization: _____

Contact Person(s): _____

Address: _____

Work Phone: _____ Home Phone: _____

Merchandise, Food, Products and Funds Requesting: _____

Event donation is requested for: _____

Date of Event: _____

Benefactors of donation: _____

Other organizations making donations: _____

Your Signature: _____ Date: _____

OFFICE USE ONLY:

Yes No, reason _____

Signature: _____

Follow-up call to organization: _____ To store donating: _____

initial, date, time