

# Donation Request

*Please Print*

**Please Check One:**

**Merchandise Donation**

**Monetary Donation**

Name of Event: \_\_\_\_\_

Name of Charity/Benefactor: \_\_\_\_\_

Brief description of the Event: \_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Number of people expected: \_ Amount expected to be raised: \_\_\_\_\_

How will the proceeds be used? \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Donation Requested: \_\_\_\_\_

How will donation be used? \_\_\_\_\_  
\_\_\_\_\_

When is donation needed by? \_\_\_\_\_

If donation request is granted, who is authorized to pick up donation? \_\_\_\_\_  
\_\_\_\_\_

Tax ID Number, If applicable: \_\_\_\_\_

**OFFICE USE ONLY – PLEASE DO NOT WRITE BELOW THIS LINE**

Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Previous Requests:   Y / N  

If Yes, Donation of: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Donation picked up by: \_\_\_\_\_ Date: \_\_\_\_\_