



## Donation Request Form

### Donation Guidelines:

- We donate to non-profit organization's that serve our community
- Organizations must be recognized as tax exempt under section 501(c)(3) of the Internal Revenue Code
- Because of the volume of requests we receive, we can consider only requests submitted on this form and returned by fax :(337) 981-2826, by email: [annagoodson@maclaff.com](mailto:annagoodson@maclaff.com) or  
By mail :106 Oak Way Lane Lafayette, LA 70506
- Donations are for charitable purposes only (e.g., auctions and raffles)
- Requests must be submitted a minimum of four weeks in advance of the date the item is needed
- Submitting a request does not guarantee a donation

Date & Time of event: \_\_\_\_\_

Organizations Name: \_\_\_\_\_ Non-Profit Number #: \_\_\_\_\_

Name of event: \_\_\_\_\_

Full address of location: \_\_\_\_\_

Number of people expected: \_\_\_\_\_

Who is attending this event: \_\_\_\_\_

Contact name, phone number & email: \_\_\_\_\_

Type of donation requested: \_\_\_\_\_

Please explain the purpose of this event & how it benefits our community:

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Requestors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

We are committed to partnering with the local community.

Social regrets that we are unable to respond to every donation request. However, we make every effort to support as many charities and organizations as possible. Thank you for thinking of us as a potential supporter.