



**DONATION REQUEST FORM**

while we donate to many organizations throughout the year, we appreciate your understanding that we cannot support every request we receive. charitable requests are only considered 60 days prior to the event date and all requests must have a completed donation request form and a tax exempt letter, otherwise they will not be reviewed. depending on the level of commitment you are requesting we may require a stipend.

today's date: .....

**EVENT INFORMATION:**

donation/event date: .....  
name of organization/event: .....  
website for organization/event: .....  
event location (if applicable): .....  
event times (i.e. 7 to 10pm): .....  
number of expected attendees: .....  
additional committed sponsors: .....  
.....  
.....  
.....  
overview of donation request: .....  
.....  
.....  
.....  
name: .....  
email: .....  
phone: .....  
tax ID number .....

**\*\*\* please include your tax exempt letter \*\*\***