

Sponsorship - Donation Request Form



Date: _____ Branch _____

Group Name: _____

Contact Person: _____ Phone Number: _____

Event or Promotion: _____

Date of Event: _____ Age Group: _____

Location: _____

What is the purpose of this event or promotion (eg. who will benefit from it)?

Items and Quantity Requested

Type of recognition or acknowledgement as a result of sponsorship (eg. newspaper, radio coverage, presentation, etc.)

Additional Information

FOR INTERNAL USE ONLY:

Approved By: _____ Cash Donation:

Expense Authorization Completed Member Non-Member

Promo Items:

Qty.	Item	Unit Cost	Total
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total cash and Items: _____