

SPONSORSHIP AND DONATION REQUEST FORM

To continually improve the quality of life in our communities and for our members, and to track the funds dispersed; standards have been established for the donating or granting of funds or gifts. Please fill in all the information and attach any supporting information. In order to give your request the attention it deserves, this form must be submitted 60 days before donation deadline.

Date of request _____ Deadline for donation _____

Contact _____

Name of Organization _____

Address _____

City _____ State ___ Zip _____ Phone _____ Cell _____

Email address: _____

What is the nature of your organization? _____

_____ We are a 501(c)3 non-profit

DONATION REQUEST:

- Advertising (Please attach size and price specifications, information on what the publication will be used for, the number of copies, and distribution.)
- Auction Item
- Door Prize/Raffle Prize
- Cash Sponsorship
- Giveaways
- Or describe your request. _____

If event, what date: _____ Held annually? _____

Describe the event. _____

How many people do you estimate will attend? _____

How will your event be promoted? _____

What is your fundraising goal? _____

How will the funds raised be used? _____

How will this benefit the community? _____

What benefits or recognition will CNMEC receive as sponsor or donor? _____

Is your group associated with any employee or trustee of CNMEC? If yes, please give employee or trustee name and their role in your organization. _____

Must include a W-9 with your application.

Other information to support the donation.

FOR OFFICE USE ONLY:

Received by _____ Received date _____

Denied: Reason _____

Approved

Donation Description _____ Amount _____

Employee Signature _____ Date _____

Approval Signature _____ Date _____