

## Donation Request Form

Guadalupe National is dedicated to serving our community by volunteering, sponsoring and supporting local events. Each year, Guadalupe National spends thousands of dollars to support local organizations in our community. Unfortunately, we are not able to approve every request we receive because of budgetary limitations. If you would like to submit a request, please make sure that your organization meets the listed criteria and turn in a completed Donation Request Form. Our sponsorship committee meets once a week and will try to process your request as soon as it is received.

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Please describe the purpose of the donation (event, fundraiser, auction, etc):

Date donation is needed: \_\_\_\_\_

Will our donation be used locally:    Yes                      No

Has Guadalupe National provided a donation to your organization in the past?    Yes                      No

If yes, when was it received and what was the amount? \_\_\_\_\_

What is your position with the organization? \_\_\_\_\_

Who are the local officers of your organization? \_\_\_\_\_

Do you or your organization bank with Guadalupe National?    Yes                      No

If so, what lines of service do you currently use? \_\_\_\_\_

Additional Information or comments:

The above information is correct and to the best of my knowledge. Shall a donation be approved; I will use the donated goods for the purposed listed above.

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