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## Donation Request Form

Thank you for reaching out to Schadé for your community project. Because we receive so many requests and have a limited budget, requests will be reviewed by the team in order to determine our ability to participate.

Requests must be given at least 30 days prior to the event. We will reach out if we are able to donate.

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Email: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_/\_\_\_/\_\_\_ Location of Event: \_\_\_\_\_

Date donation item is needed: \_\_\_/\_\_\_/\_\_\_

Information about the event and how the proceeds will be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What product would you like donated to your event, if possible:

\_\_\_\_\_  
\_\_\_\_\_

### **For Office Use Only:**

Date received: \_\_\_/\_\_\_/\_\_\_

Approved by: \_\_\_\_\_

Description of Donation: \_\_\_\_\_  
\_\_\_\_\_