



Community Outreach Donation Request Form

Required Documents:

- ☐ Completed Community Outreach Donation Request Form
- ☐ Completed and Signed Current W-9 Form
- ☐ Event Poster, Flyer, or Event Information on the Organization's Letterhead

Event Name: _____

Organization: _____

Contact Person: _____ Telephone: _____

Mailing Address: _____

E-mail Address: _____

Non-Profit Classification: _____ Amount Requested: _____

Event Date: _____ Date Needed: _____

Summary of request and intended beneficiary: _____

Will Sierra Tel be recognized for this donation? Yes _____ No _____

If so, how? _____

Do you need a response by a certain date for sponsorship material? _____

For Official Use Only:

Date Received _____	Submitted 60 Days in Advance	Yes	No
COT Request _____	Supporting Documents	Yes	No
COT Meeting Date _____	Non-Profit Verified	Yes	No
Previous Donation _____	W-9 (Completed and Signed)	Yes	No

NOTES _____