

Donation Request Form



Date of request _____ Requested by _____

Request: Monetary _____

PLEASE PROVIDE DETAILS. Volunteer _____

In-Kind _____

Other _____

Bank Contact _____ Bank Location _____

Name of organization _____

Primary contact person _____ Title _____

Officers of organization: President _____ Vice President _____

PLEASE INCLUDE AS MANY AS KNOWN OR ATTACH A PDF WITH A LIST OF OFFICERS. Treasurer _____ Secretary _____

Board members _____

Address _____

Phone number _____ Email _____

Brief history of organization _____

Does the organization have a social media presence? Facebook LinkedIn YouTube Twitter _____

Brief explanation of organization's objectives _____

Reason/event donation is requested _____

Date of event _____ Date gift is needed by _____

Who will the gift benefit? _____

Previously, have we donated to this organization? _____ When? _____

In what way? _____

Please list prior gifts given _____

Does the organization have any current relationships with us? Please list. _____

Name any bank employees who are part of this organization? _____

What recognition will the bank receive for donating the gift? _____

What documentation will the bank receive as proof of donation? _____

*Please return this form via email, mail or personal delivery as soon as possible.
Please include any additional information on the event, organization and request.*

For Office Use Only – Tax ID number of recipient: _____