



# DONATION REQUEST FORM

## 2017-2018

Thank you for your interest in collaborating with the Texas Stars and the Texas Stars Foundation. In order to begin the process of evaluating your request, please provide us with some additional information about your organization and upcoming event. Due to the large amount of requests we receive, we are unable to fulfill any donation requests outside of the central Texas area. Your request must be received at least 4 weeks prior to your submission deadline. Donations must be picked up at the H-E-B Center.

Email Donation Request Forms to [Foundation@TexasStars.com](mailto:Foundation@TexasStars.com) or Fax to 512.600.5020

### Organization Information

Organization Name \_\_\_\_\_ Organization Mission \_\_\_\_\_

Organization Contact \_\_\_\_\_ Position \_\_\_\_\_

Contact Phone (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Contact Email \_\_\_\_\_

Fax Number (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Organization Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ 501(c)(3) Status Yes No EIN \_\_\_\_\_

Have you received a donation from the Texas Stars before? Yes No If yes, explain \_\_\_\_\_

### Event Information

Event Name \_\_\_\_\_ Event Location \_\_\_\_\_

Deadline for Submission \_\_\_/\_\_\_/\_\_\_ Estimated Attendance at Event \_\_\_\_\_ Event Date \_\_\_/\_\_\_/\_\_\_

Who will benefit from this event? (Please include geographic area) \_\_\_\_\_

Will you be advertising or listing sponsors in any newsletters/bulletins, etc? Yes No

Will your organization issue receipts for any items donated? Yes No Is your event recurring? Yes No

How will any donated items be used? \_\_\_\_\_

Please attach any event brochures or posters to your reply. Due to the high levels of donation requests we receive, please do not look for a response until the deadline for submission date. If you mention our organization in promotional materials, after-event newsletters, et al, please send a copy to [Foundation@TexasStars.com](mailto:Foundation@TexasStars.com) for our records. The Texas Stars Foundation thanks you for the opportunity to improve our community.

### For Completion at Donation Pickup

Name of Recipient \_\_\_\_\_ Recipient Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Item Received \_\_\_\_\_ Qty. of Tickets \_\_\_\_\_