



DONATION REQUEST FORM

Please Note: This form must be complete with typed information. Any partially completed request will not be considered.

DATE	
ORGANIZATION REQUESTING DONATION	
NAME OF EVENT	
COST CODE	<i>For internal use only</i>
AMOUNT	
MEMO/EXPLANATION	
ORGANIZATION/CAJUN CONTACT NAME	
DEADLINE? WHAT DATE DO YOU NEED APPROVAL BY? **	
HAS CAJUN CONTRIBUTED TO THIS ORGANIZATION IN THE PAST? (YES, NO, NOT SURE) IF YES, PLEASE PROVIDE AMOUNTS FOR THE PAST THREE YEARS	<i>For internal use only</i>
IS THIS ORGANIZATION A 501(c)(3)?	
	<i>This portion to be completed by Executive Management</i>
APPROVED BY	
DATE APPROVED	
AMOUNT APPROVED	

****Beginning 05/07/18, the Donations Committee will meet every 4 weeks. The deadline for requesting a donation for consideration is two weeks prior to the meeting date.**