

BUTLER UNIVERSITY
DONATION REQUEST FORM

Please review the following policies and procedures carefully:

1. Completion of this form does not guarantee that Butler University will be able to accommodate your request.
 2. All requests must be received AT LEAST three weeks prior to your event deadline.
 3. If you have specific questions about a donation or about a question pertaining to the forms, please call (317) 940-9671.
 4. Please allow two to five business days to process your donation request.
 5. You will be contacted by phone or mail regarding your request's approval.
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When filling out the form, please be as specific as possible:

Organization: _____

Contact Name: _____ Phone Number: _____

Address: _____

1. Is this organization charitable, educational, or institutional? _____
2. Is this organization labeled as a 501c nonprofit agency? (Yes/No) _____
3. What age group will be receiving the prizes? (i.e., K-8, high school, adult) _____
4. For what type of activity is this item being used? (i.e., raffle, auction, etc.) _____
5. What is the activity date or deadline? _____
6. Where will the activity take place? _____
7. Will money be raised? _____ Where (to whom) will the proceeds go? _____
8. Exactly what will the proceeds be used for? _____
9. Will there be any commercial sponsorship of the event? _____
If yes, how is the commercial entity involved in this activity? _____
10. Will there be any advertisement or promotion by a commercial agency? _____
If yes, what type of advertising or promotion will be involved? _____

Mail or fax completed form along with a written letter on organization letterhead of the request to:

Sports Marketing Department
Donation Request
510 W. 49th St.
Indianapolis, IN 46208
(317) 940-9808 Fax