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CEO: Wayne Jones | Principal: Tamara Allen-Thomas

## PENN HILLS CHARTER SCHOOL OF ENTREPRENEURSHIP DONATION REQUEST FORM

In order to help us expedite your donation request, please complete this form in its entirety. In addition, a descriptive donation request letter on company letterhead is recommended to accompany this form.

Mail to: Attn: Wayne Jones  
Penn Hills Charter School of Entrepreneurship  
7336 Saltsburg Rd.  
Pittsburgh, PA 15235

Name of organization: \_\_\_\_\_

Type of organization (i.e., non-profit, for-profit, n/a): \_\_\_\_\_

EIN #: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

Date of event: \_\_\_\_\_

Type of event (i.e., school, sports, networking): \_\_\_\_\_

Number of guests estimated to attend the event: \_\_\_\_\_

Advertising method to promote the event (i.e., social media, magazine, radio):  
\_\_\_\_\_

Type of donation being requested: \_\_\_\_\_

How would a donation from PHCSE to your organization benefit PHCSE?  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### FOR INTERNAL USE ONLY:

Approved:  Yes  No CEO's Signature: \_\_\_\_\_

Donation type: \_\_\_\_\_ Value: \_\_\_\_\_

Date processed: \_\_\_\_\_ Check/Reference no: \_\_\_\_\_

Processed by: \_\_\_\_\_ Comments: \_\_\_\_\_