



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.

Email to: kara.lewis@phcharter.org

Mail to: Attn: Kara Lewis
Penn Hills Charter School of Entrepreneurship
7336 Saltsburg Road
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):

Amount or type of donation requested: _____

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

Signature: _____ Date: _____

FOR INTERNAL USE ONLY:

Approved: Yes No CEO's Signature: _____

Donation type: _____ Value: _____

Date processed: _____ Check/Reference no: _____

Processed by: _____ Comments: _____