



## 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: thomas.mcclellan@phcharter.org

Mail to: Attn: Thomas McClellan  
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: \_\_\_\_\_

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### FOR INTERNAL USE ONLY:

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

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

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

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