



## DONATION REQUEST FORM

The Cleburne Railroaders gladly support donation requests submitted by your company and/or organization.

- ◆ Proper donation request form must be submitted in order to be considered
- ◆ The Railroaders' goal is to assist as many groups as possible every year, so please limit donation requests
- ◆ All donations must be picked up and signed for at the Cleburne Chamber of Commerce Front Office located at 1511 W. Henderson Street, Cleburne, Tx 76033
- ◆ Donation requests are usually filled within 30 days of the event date whenever possible. **Requests must be received at least Four (4) weeks prior to the event.**

Name of Organization: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Tax ID Number: \_\_\_\_\_ 501(c)3 Status: \_\_\_\_\_ YES \_\_\_\_\_ NO

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Event Location: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title / Relationship to Organization: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Have you received a donation within the past year: \_\_\_\_\_ YES \_\_\_\_\_ NO

If Yes, please list event and event date \_\_\_\_\_

How will this donation be used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Donation picked up by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

For more information please contact the Railroaders at 817-945-8705 or email at [info@railroadersbaseball.com](mailto:info@railroadersbaseball.com)

**ALL REQUESTS MUST BE RECEIVED AT LEAST FOUR (4) WEEKS PRIOR TO THE EVENT**

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FOR OFFICE USE ONLY

Donations:

Certificate #: \_\_\_\_\_

Donation: \_\_\_\_\_

Value: \_\_\_\_\_

Certificate #: \_\_\_\_\_

Donation: \_\_\_\_\_

Value: \_\_\_\_\_

Certificate #: \_\_\_\_\_

Donation: \_\_\_\_\_

Value: \_\_\_\_\_

Certificate #: \_\_\_\_\_

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Certificate #: \_\_\_\_\_

Donation: \_\_\_\_\_

Value: \_\_\_\_\_

Certificate #: \_\_\_\_\_

Donation: \_\_\_\_\_

Value: \_\_\_\_\_

Submitted by: \_\_\_\_\_

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

Approved by: \_\_\_\_\_

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