



Donation Request Application

Today's date: _____

Hosting organization: _____

Is your Organization 501(c)(3) tax-exempt status: _____ Federal Tax Id #: _____

Contact person: _____

Phone: _____ Fax: _____

Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Event Date: _____ Event Name: _____

Event Location: _____

Event Description (please be specific): _____

How will the donation be utilized? _____

How will Event be promoted and how will our business be included? _____

Please return the completed form with your written request on your organization's letterhead or copy of event flyer

By Mail:
B3Q Smokehouse
200 Wyoming Ave.
West Pittston, Pa 18643

Email Request: b3qsmokehouse@hotmail.com

Drop Off at Shop: Operating Hours Tues. thru Sat. 11am – 8pm.

Because we receive numerous donation requests, we require all requests be submitted **Four (4) weeks** prior to the date required. Your request will certainly be considered, but please understand that not all requests will be approved and you will be contacted directly if we are able to fulfill your request.

Donation requests will be considered if your organization meets the following criteria:

- The organization must have 501(c)(3) tax-exempt status.
- The organization must be located within our local area: North East Pennsylvania.
- The organization must not have received a donation from B3Q Smokehouse within the last twelve (12) months

Office use only:

Date Received: _____ Donation Request Filled: Yes / No

Donated Item(s): _____

Donated Value: _____ Initials: _____