

# The Engraved Pencil Foundation

## Charitable Contribution, Gift and Donation Request Form

All requests will be evaluated based on the information. Incomplete forms will not be considered.

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

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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

Have you received the support of The Engraved Pencil Foundation in the past?

\_\_\_\_\_ Yes \_\_\_\_\_ No *If Yes, what year?:* \_\_\_\_\_

Support desired: \_\_\_\_\_ Donation \_\_\_\_\_ Sponsorship Date donation needed: \_\_\_\_\_

Type of assistance applying for? \_\_\_\_\_ Monetary \_\_\_\_\_ Other

*Specify amount/services:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the purpose of this event?: \_\_\_\_\_

How will the in-kind donation or money raised be used?: \_\_\_\_\_

List any marketing opportunities for The Engraved Pencil Foundation (logo on event activities, advertisement, presentation, etc):

\_\_\_\_\_  
\_\_\_\_\_

Please indicate other methods The Engraved Pencil Foundation can assist your organization:

\_\_\_\_\_  
\_\_\_\_\_

If approved, who should we make check payable to: \_\_\_\_\_

Mail check to: \_\_\_\_\_ same as above \_\_\_\_\_ other: \_\_\_\_\_

\_\_\_\_\_

Requested forms and supporting documents may be emailed to [donations@engravedpencilfdn.org](mailto:donations@engravedpencilfdn.org)