



# Lasagna House

## Donation Request Form

After completing this application, print it and return it with a cover letter (on your organization's official letterhead) and a copy of your 501 (c)3 certification to Jennifer Baxter, by fax, email, or postal service.. Any information regarding your organization, program or event may also be included. This application should be submitted thirty (30) days prior to you event. Please allow ten (10) working days for a response.

### Organizational Information

Organization/group name: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_

Do you have a 501 (c)3 non-profit certification? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Organization address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Please describe the purpose of your organization and its primary beneficiaries: \_\_\_\_\_

### Program/Event Information

Program/Event \_\_\_\_\_ Event Date \_\_\_\_\_

Is there a print deadline? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what is the date? \_\_\_\_\_

How many people are expected at your event? \_\_\_\_\_

Please describe the nature and purpose of your program and event: \_\_\_\_\_

### Request Information

What would you like Hasta la Pasta to donate? \_\_\_\_\_

Has HLP donated to your organization's program or event in the past? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what amount and date? \_\_\_\_\_

Our customers like to know how we support our community. How will Hasta la Pasta be recognized as a sponsor of your organization, program or event? \_\_\_\_\_

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