

*MonAlyssa*  
*Italian Restaurant & Pizzeria*

**Donation Request Form**

*Here at MonAlyssa we believe in giving generously to others. We welcome opportunities to help our community, & appreciate your interest.*

*Our Donation Guidelines:*

- ✓ *We donate to non-profit organizations that serve our community.*
- ✓ *We only consider donation requests submitted on this form.*
- ✓ *We ask for **at least** two weeks' notice for any donation request.*
- ✓ *Donation requests are filled on first-come, first serve basis. Due to the volume of requests we receive, it is more likely we can help you if you make your request early.*

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

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

*Date & Time of Event:* \_\_\_\_\_ *Number in Attendance:* \_\_\_\_\_

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

*Contact person Address:* \_\_\_\_\_

*Phone #:* \_\_\_\_\_ *Fax:* \_\_\_\_\_

*E-Mail:* \_\_\_\_\_

*Type of Donation Request:*

- |  |                   |  |                   |
|--|-------------------|--|-------------------|
| <input type="checkbox"/> <i>Pizzas</i> | <i>qty.</i> _____ | <input type="checkbox"/> <i>Door/Raffle Prize Gift Card</i>  | <i>qty.</i> _____ |
| <input type="checkbox"/> <i>Salads</i> | <i>qty.</i> _____ | <input type="checkbox"/> <i>Auction Item Donation Basket</i> | <i>qty.</i> _____ |
| <input type="checkbox"/> <i>Pasta</i>  | <i>qty.</i> _____ | <input type="checkbox"/> <i>Other Item</i>                   | <i>qty.</i> _____ |

*Please note how this donation will benefit your organization*

*(Please attach additional documentation if necessary)*

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

*I understand that MonAlyssa reserves the rights to refuse any donation request upon their discretion. In the event that MonAlyssa donated an item, it will be used strictly for charitable purposes through auctions, door prizes, and raffles, etc. I am aware of the MonAlyssa Policy to grant two (2) donations per year to the requesting organization.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Tax I.D. Number*