

# SODEXO DONATION REQUEST FORM

Sodexo Campus Services is known to be part of helping contribute in any way possible to the Drake community. With many causes that our community needs support, Sodexo will try to focus on the areas we believe our impact can be greatest. We also want to thank you for filling out this request form. It helps us greatly with our decision-making and record-keeping. We appreciate your time in assisting us to make effective decisions and improve the community.

NAME:

DATE:

EMAIL:

PHONE:

## LET US KNOW ABOUT YOUR ORGANIZATION

1. Name of the organization seeking donation
2. Organization mission statement
3. Organization Website address (if applicable)
4. Name of organization's President or Chairperson and your relationship to the organization
5. Has the organization received a donation from Sodexo Campus Service before? If yes, please explain.

## DONATION INFORMATION

1. Name and describe the event at which the donation will be used
2. How the donation will be used/ or what for? If refreshments, for how many people?  
Auction item \_\_\_\_\_ Price item \_\_\_\_\_ Refreshments \_\_\_\_\_  
Others \_\_\_\_\_
3. What is the exact amount you are seeking? \$ \_\_\_\_\_  
Recognition to donors (at the event, prior, subsequent, etc)

## LOGISTIC BASICS

We will provide specific information as to donation product pick-up.

1. Date/Time needed: \_\_\_\_\_
2. Name and two phone numbers of the person that will pick up

## NOTE

Please return this form at least two weeks prior to the event. If you do not hear from us within one week, feel free to call us at 515-271-3175. Also, you can mail or return this form to our main office in the lower level of the Olmsted Center. Sodexo Campus Services, Drake University, 2507 University Ave., Olmsted Center, Des Moines, Iowa 50311 Attn: Dannie Crozier.

## OFFICE USE ONLY

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

Date of Reply: \_\_\_\_\_

Approved or Declined: \_\_\_\_\_

Decision made by: \_\_\_\_\_