



1306 North Broadway • PO Box 1110 • Red Lodge, MT 59068
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SPONSORSHIP AND DONATION REQUEST FORM

To continually improve the quality of life in our communities and for our members, and to track the funds dispersed, standards have been established for the donating or granting of funds or gifts. Please fill in all the information and attach any supporting information. In order to give your request the attention it deserves, form must be submitted 14 days before donation deadline.

Date of request _____ Deadline for donation _____

Contact _____

Name of Organization _____

Address _____

City _____ State _____ Zip _____ Phone _____

What is the nature of your organization? _____

_____ We are a 501(c)3 non-profit

DONATION REQUEST:

- Advertising (Please attach size and price specifications, information on what the publication will be used for, the number of copies, and distribution.)
- Auction Item
- Door Prize/Raffle Prize
- Cash Sponsorship
- Giveaways
- Or describe your request. _____

If event, what date: _____ Held annually? _____

Describe the event. _____

How many people do you estimate will attend? _____

How will your event be promoted? _____

What is your fundraising goal? _____

How will the funds raised be used? _____

How will this benefit the community? _____

What benefits or recognition will BEC receive as sponsor or donor? _____

Is your group associated with any employee or trustee of BEC? If yes, please give employee or trustee name and their role in your organization. _____

FOR OFFICE USE ONLY:

Received by _____

Received date _____

Denied: Reason _____

Approved

Donation Description _____

Amount _____

Employee Signature _____

Date _____

Approval Signature _____

Date _____