



DONATION REQUEST FORM

Please complete this form and fax or mail to:

Subway of Alaska, Inc.
1118 East 70th Avenue, Suite 200,
Anchorage, AK 99518 (907) 563-4228
(907) 563-4288 fax

All donation requests must be submitted in written form and **30 days** in advance for consideration. Subway's policy is to donate equally to all qualified groups and a set amount is distributed monthly. Subway of Alaska processes request on a first-come basis. Subway asks that even if your event has been approved in the past please make sure you submit your request annually. All requests are reviewed the first and third Monday of the month.

Subway will contact you on the status of your request. Please do not call the Anchorage office unless you have not received a notice in a timely manner.

Date submitted: _____

Company Name or Organization: _____

Contact Person: _____

Address: _____

Phone: _____

E-mail: _____

Nature of Event : _____

Date of Event: _____

What is your request: _____

Date needed by: _____

Why do you feel Subway should donate for this event?

FOR OFFICE USE ONLY:

APPROVED _____	NOT APPROVED _____	INTL _____
DATE: _____		
DONATE _____		
CONTACT COMPLETED: DATE: _____		INTL _____
DONATION COMPLETED: DATE: _____		INTL _____
DONATION LOGGED: DATE: _____		INTL _____