



## DONATION REQUEST FORM

- PLEASE FILL OUT AND FAX TO: (907) 563-4288
- OR EMAIL TO: ADMIN@SUBWAYAK.COM

All donation requests must be submitted in written form **30 days** in advance for consideration. Subway donates and distributes a set amount every month. We cannot guarantee that all request will be filled. Subway of Alaska processes request on a first-come basis. Subway asks that even if your event has been approved in the past please submit your request annually.

All requests are reviewed the first and third Monday of the month.

Subway will notify your organization if your request has been either approved, or not approved.

Date submitted: \_\_\_\_\_

Company Name or Organization: \_\_\_\_\_

Are you a 501(C)(3) Organization \_\_\_\_\_

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

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Date needed by: \_\_\_\_\_

What is your request? \_\_\_\_\_

Why do you feel Subway should donate for this event?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BELOW BOX FOR OFFICE USE ONLY**

<ul style="list-style-type: none"> <li>• APPROVED _____ NOT APPROVED _____ INTL _____</li> <li>• DATE: _____</li> <li>• CONTACT COMPLETED: DATE: _____ INTL _____</li> <li>• DATE OF DONATION: _____</li> <li>• WHAT WAS DONATED _____</li> <li>• _____</li> <li>• RETAIL VALUE OF DONATION: _____</li> </ul>
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