

Donation request form



Name of person making request: _____

Position: _____ Best way to contact you: _____

What is the item(s) you are requesting: _____

Please explain what you are requesting and why it will help you _____

Date you would like the requested item(s) _____

Estimated cost per item(s) and total cost _____

Administrator's approval _____

If approved, E3 will require you to submit a picture and a story to the Clyde Republican paper. We will also like you to forward a picture to an E3 board member for our Facebook site.

The picture can be of your group and/or your project. The picture and story must be submitted to paper within 4 weeks after the event/project completion date.

Office Use Only

Date received _____

Received by _____

Could this item(s) be covered with funds from the school budget _____

Approved

Declined

Date _____