

BROWN CHEVROLET DONATION APPLICATION

Organization Name _____

Address _____

Phone _____ Email _____

Contact Person _____

Donation Purpose _____

Time & Date of Event _____ Date Request Is Needed _____

Donation Request Type Financial Product Service

Financial Amount Requesting _____

Product Requesting _____

Service Requesting _____

If financial, how much of the donation will be applied directly to the cause? _____

How much will be applied to administrative or related expenses? _____

Organization's Mission _____

Organization's Tax ID Number or 501(c)(3) form _____

How will a contribution from Brown Chevrolet enable your organization to meet its goals?

Name of Solicitor _____

Phone _____ Email _____

Where did you purchase your vehicle? _____

Where do you service your vehicle? _____

Vehicle Information Year _____ Make _____ Model _____

We appreciate your interest in Brown Chevrolet, however, due to the large number of requests we receive, we are unable to respond to all requests immediately. If we are interested in sponsoring or contributing to your event/organization, **we will contact you** with follow-up information. **Please do NOT call to follow-up** on the request as information will not be given over the phone. Any request that does not complete the Brown Chevrolet application and submit request with Name of the event/organization requesting sponsorship or contribution will not be sent to committee for consideration.

Request by Mail or In Person:

Brown Chevrolet
Donation Request
907 W 4th Street
Wamego, KS 66547

Request by Email

donations@brownchevroletks.com
Subject: Donation Request
Attached documents as a PDF file.

BROWN CHEVROLET DONATION POLICY

APPLICATION FOR DONATION

DONATION / SPONSORSHIP REQUEST

Brown Chevrolet loves to support the community, but we aren't always able to support everyone. We believe that it is very important to give back to our local community. An anonymous group meets each month and reviews all requests and selects those determine to be in the greatest need of support and within budgetary constraints.

GUIDELINES FOR CONSIDERATION:

- Requests must be submitted in writing on event/organization letterhead and include Brown Chevrolet application.
- For consideration, requests must be received at least 60 days prior to the event.
- Brown Chevrolet will only consider contributions to not-for-profit organizations within 30 miles of dealership.
- A maximum of one request per calendar year will be fulfilled per organization.
- Brown Chevrolet does not make financial contributions, donations of services, or charitable contributions that benefit **only one** individual or family.
- Contributions and sponsorships are **NOT** automatically renewed or assumed. Each submission is evaluated on a first time basis and will not be approved based off prior year's participation.

REQUEST MUST BE ON EVENT/ORGANIZATIONAL LETTERHEAD AND MUST INCLUDE THE FOLLOWING INFORMATION:

- Name of the event/organization requesting sponsorship or contribution.
- Contact person with street address, telephone number & email address to which responses can be mailed or emailed.
- Date, description, and location of charitable event.
- Estimated attendance and demographic makeup of the audience.
- History of the event and attendance/contributions from previous year.
- All other sponsors including automobile dealership participation.

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