



**Russ'**  
Restaurants

# Donation Request Form

RESTAURANT USE:  
This form was dropped off on: \_\_\_\_\_  
(date)  
at \_\_\_\_\_  
(restaurant location)  
and received by \_\_\_\_\_  
(employee signature)

### Donation Request Process:

1. Please fill out this form clearly and completely to avoid confusion or a delay in your important donation request.
2. For all donation requests, this form must be dropped off or mailed to any Russ' Restaurant location.
3. We will be contacting you within two weeks of submitting your request.
4. Thanks so much in advance for your patience in this process. Your request is important to us.

### Event Information: Fill out all that apply

Organization/Event name: \_\_\_\_\_

Date of the event: \_\_\_\_\_ # of people attending (approx.) \_\_\_\_\_

Location of the event: \_\_\_\_\_

Event Description: (the cause, who this benefits, etc) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Item (s) you wish to request:

Gift Card: \_\_\_\_\_

Food: \_\_\_\_\_

Item (s) will be used for: (silent auction, raffle prize, meal, etc): \_\_\_\_\_

\_\_\_\_\_

Will Russ' be included in any advertising? Explain. \_\_\_\_\_

\_\_\_\_\_

Have you submitted a request to other Russ' locations for this event? Which locations? \_\_\_\_\_

\_\_\_\_\_

Have you submitted a request in the past? \_\_\_\_\_

If Yes, what did we donate? \_\_\_\_\_

\_\_\_\_\_

**Contact Information:**  Tax Exempt form/letter included  Other helpful brochures, etc. included

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Due to the number of donation requests received, a submitted form does not guarantee a donation.**

**Manager use only:** GIFT CARD DONATION VALUE: \_\_\_\_\_ FOOD DONATION VALUE: \_\_\_\_\_

Food donation description /cost: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Manager's Signature: \_\_\_\_\_