



DONATION REQUEST FORM

Please read the guidelines below and complete the information on the reverse side of this form.

A. Papano's Pizza is pleased to support many different organizations and events throughout our community and we have made it part of our mission to continue supporting organizations who share similar values as our own.

Due to an overwhelming number of donation and sponsorship requests, A. Papano's Pizza has adopted the following policies and submission guidelines for all donation and sponsorship requests. The purpose of these guidelines is not to deter donations, but to better facilitate and manage our donation and sponsorship programs.

Please read the following information closely, and adhere to these guidelines when submitting your request.

Submission Guidelines:

All donation and sponsorship requests must be submitted by completing this form and turning the information in to your local A. Papano's Pizza location. **We are unable to review telephone or fax submissions.**

Monetary Requests:

Every year, A. Papano's Pizza has a special reserve fund for charitable and sponsorship requests. For organizations or individuals who wish to receive financial support, requests for such funds must be received at least 12 weeks prior to the event. You will be contacted after this form is reviewed and after we have determined if the needs meet our allocated budget.

Non-Monetary Requests:

A. Papano's Pizza regularly donates products or gift cards to individuals and organizations. For those requesting product or gift certificate donations, your request must be submitted at least 4 weeks prior to the event. All donation certificates are limited to a 30-day expiration.

Following Up On Your Application:

Due to the high-volume of requests received, we ask that you do not contact us during the process of reviewing your application. You will be contacted by one of our owners or managers if we are able to honor your request.



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Organization Name: _____

Non-Profit I.D. Number: _____

Organization Address: _____
Street P.O. Box

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Position Held: _____

Phone: _____ E-Mail: _____

Please give a brief summary of the event taking place. Include the Day, Date, Time, Place and number of people attending the event.

What are you requesting? What would be the approximate monetary value of your request?

Would your organization be able to submit at least one photo of the event that includes our logo in the background? Yes ___ No ___ If so, please use this e-mail address: papanospizza@gmail.com within 24-hours of the event.

Has your organization made previous requests with any other A. Papano's Pizza location in the past year? Yes ___ No ___ If so, when were we/they contacted?

May we include menus and/or coupons to be displayed at the event? Yes ___ No ___ In addition, how will A. Papano's Pizza receive name recognition at this event?

Would your organization be interested in receiving an e-mailed copy of our Group Order Menu for future events?

Yes ___ No ___ E-Mail Address: _____

Signature: _____