

Saint Alphonsus Community Contribution Request Form

To request a cash donation, in-kind contribution, sponsorship or event participation, please complete this form. The Saint Alphonsus Contributions Committee meets quarterly. For sponsorships or cash donations, your request must be received at least 90 days before your deadline. For in-kind contributions, requests must be received at least 30 days before your deadline.

ORGANIZATION INFORMATION

Date of Request: _____

Organization Name: _____

What is the mission of your organization? (Please describe in 100 words or less)

Is your organization a registered non-profit organization in the State of Idaho?

_____ Yes _____ No

Tax ID Number: _____ (Please mail documentation to the contact information at the bottom of this form)

Executive Director/Contact Person: _____

Organization Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail Address: _____

EVENT INFORMATION

If your request involves an event, please provide event information:

Event Name: _____

Location: _____

Date: _____ Estimated Attendance: _____

Deadline (for printing program, etc): _____

REQUEST INFORMATION

What are you requesting from Saint Alphonsus?

- Cash Donation:

o Amount Requested: _____

o Purpose: _____

- In-Kind Contribution:
 - o Items/Services Requested: _____
 - o Quantity Needed: _____

- Event/Program Sponsorship Amount Requested: _____
 - o If there are varying sponsorship levels, please mail details to the contact information below.
 - o Are you requesting Saint Al's staff/volunteer participation at the event?
 _____ Yes _____ No

- Table Purchase at Event
 - o Cost Per Table: _____
 - o Seats Per Table: _____
 - o Benefits with Table Purchase (if any): _____

How will Saint Alphonsus' contribution be recognized?

Please mail additional information regarding your request to:
 Community Contributions Coordinator
 Saint Alphonsus Foundation
 1055 N. Curtis Road
 Boise, ID 83706
 Office: (208) 367-4997
 Fax: (208) 367-3967