



DONATION REQUEST FORM

In order for a donation request to be considered, this form **must be submitted in person** at the Roadhouse Diner: 613 15th ST N, Great Falls, MT.

You must make your request at least thirty days in advance of when you need the donation.

Your request will certainly be considered, but please understand that it may not be approved. We review donation requests every two weeks. If you have not heard from us in that time, it is because we are unable to donate to your event. No follow-up is required.

ORGANIZATION INFORMATION

Organization Name: _____ Today's Date: _____

Organization/Event Website: _____ Donation/Event Date: _____

Phone Number: _____ Federal Tax ID #: _____

Mailing Address: _____

Mission Statement: _____

CONTACT INFORMATION

Contact Name: _____ Phone Number: _____

Email Address: _____

DONATION/SPONSORSHIP REQUEST

Please describe your request: _____

Please describe any donation/sponsorship benefits: _____

Other committed sponsors/donors: _____

Number of people attending event: _____ Time frame for your event (e.g. 6-8 pm): _____

Additional Comments: _____

SUBMIT IN PERSON TO: ROADHOUSE DINER 613 15TH ST N, GREAT FALLS, MT

Dear valued community member,



is proud to support local groups and non-profit organizations with in-kind gift card donations and other means of promotional support. If your group is interested in having Roadhouse Diner as a donation partner, we ask that you review the following information before submitting a request:

WHO WE DONATE TO

In order to best serve our community, we partner only with local groups and non-profit organizations based in Great Falls and surrounding neighborhoods. We believe that our resources will make a larger impact on a smaller, local scale.

We prioritize requests from organizations that fall into these categories of service:

- Medical-related organizations serving our community
- Police and Military organizations
- community arts and culture
- organizations to which we have strong community ties
- Individual or church-based fund-raisers

HOW TO SUBMIT A REQUEST

- 1) Complete the request form.
- 2) At least 30 days prior to your scheduled event, deliver the completed application in-person to the Roadhouse Diner, 613 15th ST N, Great Falls, MT
- 3) Your request will be reviewed and **if approved you will receive a response via email** within two weeks.

Note: **All donation requests must be received at least 30 days from your scheduled event.**

Requests made by phone, email, mail or through web or social media outlets will not be accepted.

PAST AND PRESENT DONATION PARTNERS

