



## Donation Request Form

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Lonnie's Restaurant and Bakery has established a uniform procedure with respect to donations.

- Before we can consider your request, we will need your request in writing, specifying the name of the organization and the purpose or event for which the donation is requested.
- We will need all requests a minimum of 14-days prior to your event, as well as the specific items you are requesting.

Please complete this form and deliver it to Lonnie's Restaurant and Bakery. After we receive the completed form, we will be happy to consider your request. Please keep in mind that although Lonnie's Restaurant and Bakery is very involved in our community, it is not always possible for us to contribute to every group who requests a donation. If your request is denied it is no reflection on your group. All groups and causes are extremely worthy. We must, however, adhere to our budget. If we have said yes to you in the past, it does not necessarily mean that we will be able to contribute to your organization this year. On the same hand, if we said no, it does not necessarily mean we will deny your request this year.

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Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

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

Item/Items Requested \_\_\_\_\_

Date of Event \_\_\_\_/\_\_\_\_/\_\_\_\_ Approximate # of Participants at event \_\_\_\_\_

Location of event \_\_\_\_\_

How will this donation benefit Lonnie's Restaurant and Bakery \_\_\_\_\_

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Contact person \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_

EIN/Tax ID Number \_\_\_\_\_

Signature of person requesting donation \_\_\_\_\_

Instructions: Fill out this form and mail/bring it, along with any other materials you feel appropriate, to:  
Lonnie's Restaurant and Bakery, Donation Request, 535 W Mahoning St Punxsutawney, PA 15767.  
Due to budget restraints, Lonnie's Restaurant and Bakery does not give cash donations.