

# Donation Request Form

Prejean's welcomes your requests for donations, and tries to accommodate as many requests as time and resources allow. You can help us in this process tremendously by being thorough and thoughtful in your request, so that it may be processed as quickly and as accurately as possible. Please pay special attention to the following:

**Organization Name and Tax ID number.** We need to know who you are, and that you are a real organization that can be verified. We also need your Tax ID number for our own tax purposes.

**Responsible Party's Contact Information.** We need to know who to contact if there are questions or concerns, and who will be responsible for handling the donation. If we can't reasonably contact someone who knows something about your donation request, your request may be denied.

**Donation Request Information.** Please be as specific and thorough as possible in this section. It is a lot quicker and easier to process requests if we know what exactly is being requested. We also want to know specifics about what the donation will be used for. The more information we have, the better we are able to determine the merits of your request. If we have to guess as to what you are looking for, or we can't find out what it will be used for, your request may be denied.

**Donation Deadlines.** Please be considerate when sending a donation request and give us adequate time to process it. Last minute requests are likely to be denied if we don't have adequate time to review them. **We need at least 2-3 weeks, preferably a month or more to process requests.** The less time you give us, the more likely it is that your request will be denied. This is especially true in our busier seasons.

**Promotional Materials and Acknowledgments.** We always welcome acknowledgments, website links, and being included in your promotional or event materials. If you are going to mention us, please let us know on the donation form. We will gladly get you contact and website information, logos and company images, or company "donated by" signage if you let us know ahead of time.

**Please include a cover letter on your organization's letterhead.** The attached form gives us a quick reference for your request information, but we would also like a more detailed description of the nature of your request and your organization. Please provide this on your organization's official letterhead. Thank you.

**At Prejean's we have a history of corporate citizenship and take pride in the support of charitable organizations in the communities where we live and serve with our time, resources and volunteers. Although we give extensively, most of our funds are committed. We require certain information in order to evaluate any donation request and only accept requests via our Donation Request Form.**

**Prejean's maintains the restaurant standard in charitable involvement and continues to strengthen our commitment to the community. We support the community in many ways and receive hundreds of requests each month. In order to fulfill as many as practical and stay within our budgetary restraints, we will give priority to local organizations. Thank you for cooperation.**

**We support charities that benefit children, education, needy families and animal welfare. We do not provide funding to individuals, religious organizations, sporting events, and private parties. We give locally to only 501© (3) charities.**



# Prejean's Donation Request Form

## Contact Information

Name of Organization: \_\_\_\_\_

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

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

Federal Tax ID#: \_\_\_\_\_ Authorized Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_

## Donation Request Information

What kind of donation are you looking for, and what will it be used for? Please be as specific as possible (specific items you need, merchandise, restaurant gift cards, items for auction, etc).

What is your donation deadline? \_\_\_\_\_

Are donations publicly acknowledged, and if so how? (Auction catalog, website, signs, etc)

Is this donation for an event? \_\_\_\_\_ If yes, please let us know some specifics:

Event Name and Description: \_\_\_\_\_

Event Location: \_\_\_\_\_

Date: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

**\*\*Fax completed form to 337-896-3278 you will be contacted upon approval\*\***

## IMPORTANT INFORMATION REGARDING DONATION REQUESTS:

1. Each Donation Request Form must be accompanied by a one-page attachment on official business letterhead. **Requests submitted without the Prejean's Donation Request Form will not be accepted.**
2. **A 501-C3 form must be attached to your request.**
3. Due to the overwhelming number of requests each year, all submissions will be reviewed, however, every request cannot be approved.
4. If your request is approved, we will contact you per your contact information with instructions for receiving your donation.
5. If your request was denied, a letter will be sent.
6. Expect processing time of between 3-4 weeks upon receiving your request.
7. **Phone calls or e-mails regarding your donation will not be accepted.** The Prejean's Donation Request Form must be completed and returned with the one page attachment for your request to be considered.

Prejean's Restaurant Lafayette, Louisiana Phone 337.896.3247 Fax 337.896.3278

[www.prejeans.com](http://www.prejeans.com)

For Prejean's Office Use Only Notes: \_\_\_\_\_

Received: \_\_\_\_\_

Processed: \_\_\_\_\_

Approved: \_\_\_\_\_

