



"Creating an excellent college experience"

# Donation Request Form

Alan Andersen  
Executive Director  
Phone: (435) 797-1701  
Fax: (435) 797-1739  
E-mail: [alan.andersen@usu.edu](mailto:alan.andersen@usu.edu)

Name of Event \_\_\_\_\_ Event Date: \_\_\_\_\_

Time: \_\_\_\_\_ Location: \_\_\_\_\_ Number of Expected Participants \_\_\_\_\_

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Description of Event (Be Specific)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the specific items and quantities you are requesting to be donated  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If approved, you will be expected to list Dining Services as a sponsor on all advertising before and during your event. You will be emailed a logo to use upon approval.

Please describe in detail how you will recognize our sponsorship?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you charging a fee for this event? Yes No If Yes how much? \_\_\_\_\_

Please complete and return to the Dining Services Office located in TSC room 232  
**no later than the third Tuesday of the month BEFORE** the date of the event.  
Requests are evaluated on first come, first served basis.  
*Please initial here \_\_\_\_\_ that you have read and understand the Dining Services donation policy.*  
The policy can be found online at [www.usu.edu/dining/htm/donations](http://www.usu.edu/dining/htm/donations)

*Office use only*  
Date Received: \_\_\_\_\_ Received By \_\_\_\_\_  
Event Follow-up notes: \_\_\_\_\_  
\_\_\_\_\_