



PASS DONATION PROGRAM REQUEST FORM 2019

Please read the program fact sheet in full before you submit this form

INSTRUCTIONS FOR FILLING IN AND SUBMITTING THE FORM:

- 1) Type your responses directly into the form.
- 2) Save this form to your computer (go to "file", then pick "save as", and then name the attachment with your organization name).
- 3) Attach the filled-in form and letter to an email and send it to communityengagement@pne.ca **four weeks** prior to event.

NOTE: Please use only ADOBE READER to complete this form digitally. Mac users, please do not use Preview. It will not save your information correctly.

REQUESTOR INFORMATION *Please provide the requested information about the group requesting a donation.*

Group name: _____
Mailing address: _____
City in BC: _____ Postal code: _____
General phone: _____ General fax: _____
General Email: _____ Website: _____

Is the group requesting the donation the group that the fundraising event is benefiting?

Yes No, the beneficiary group is: (specify) _____

If no, please make sure you have read the "ineligible requests" information in the program fact sheet.

CONTACT PERSON INFORMATION *Please provide the requested information for the designated contact person.*

First name: _____ Last name: _____
Phone (day): _____ Alternate phone: _____
Fax: _____ Email: _____
Position within the requesting organization: _____

I wish to receive information about the PNE's Group Sales programs, including fundraising, team-building, and more.

EVENT INFORMATION *Please provide the requested information about the fundraising event.*

Event name: _____
Event date (month/day/year): _____
Donation deadline (month/day/year): _____
Expected number of attendees: _____ Fundraising goal: \$ _____

How will the donation be used?

Silent auction Raffle Live auction Other: (specify) _____

Instructions for submitting your request:

Please fill this form out electronically, along with a donation request letter on letterhead of the fundraiser's beneficiary group, to the PNE's Community Engagement Department.

Email: communityengagement@pne.ca **OR Fax:** 604-251-7753 **OR Mail:** 2901 East Hastings Street, Vancouver, BC V5K 5J1.

You can expect to receive a donation within two weeks of your event, unless you are informed otherwise by a representative of the PNE's Community Engagement Department.