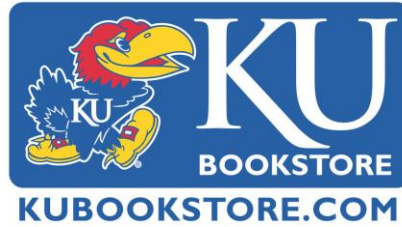


All donation requests must be received no later than 10 business days prior to program/event date.



DONATION REQUEST FORM

Organization/Company: _____

Contact Name : _____ Address: _____

Email: _____ **Phone Number:** _____

The KU Bookstore will consider donation, sponsorship, and event participation on the following criteria:

- *The event should be tied to a University of Kansas campus or a student group in good standing with the University of Kansas, support the University's mission of recruitment and retention, or support the Bookstore's mission of providing academic services and KU merchandise to faculty, staff, students, parents, alumni, fans, and guests of The University of Kansas.*
- *The KU Bookstore will determine the dollar value and selection of items given. We recognize that there are many worthwhile events, charities and causes. However, we are not able to honor every request. Thank you for understanding.*

Program/Event: _____ Date of Event: _____

Date donation needed by: _____

Please state the purpose & synopsis of event: (Attach any relevant documents, flyers, letters, etc.)

Please state how participation in your event will create positive connections for the KU Bookstore and/or KU Memorial Unions. If a philanthropic event please also state how this partnership will further the brand and identity elements of the KU Bookstore.

Specific items(s) requested for event: