



TO WHOM IT MAY CONCERN,

Thank you for thinking of Scott Enterprises in conjunction with your group's fund raising effort. We recognize the importance of our organization's involvement in the local community and participate actively in many ways. The Scott Enterprises Care Committee is an example of our commitment to local causes.

We receive numerous requests for donations each day. Unfortunately we are not able to honor all of these requests. Every month we review current requests and decide where we are able to help. In order to insure a fair and thorough review of each request we have instituted a "Donation Request Procedure."

Please review the donation request directions and return the donation request application to us well in advance of your event date so that we can make an informed decision based on the resources available to us. You will be notified by mail or email of our decision.

For more information, please contact our marketing department at (814) 868-9500 or simply email us at [donations@visitscott.com](mailto:donations@visitscott.com).

Sincerely,  
Scott Enterprises  
Donation Committee



## DONATION REQUEST APPLICATION

In order to help us expedite the donation procedure, please complete this form in its entirety. In addition, this form must be accompanied by a description letter written on official letterhead of the organization.

**Mail to: Scott Enterprises, Attn: Marketing, 6th Floor Executive Suite, 2225 Downs Drive Erie, PA 16509**

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

Name of Individual Making Donation Request: \_\_\_\_\_

Donation Request: \_\_\_\_\_

Summarize the Focus Of Your Organization: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Non-Profit I.D. # (if available): \_\_\_\_\_ Date of Event: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

What type of event will you be hosting? \_\_\_\_\_

What kind of attendance do you anticipate for your event? \_\_\_\_\_

What type of advertising are you planning to promote this event? \_\_\_\_\_

How will this donation serve the local community? \_\_\_\_\_

How will you acknowledge the Scott Enterprises Donation? \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### TO BE USED BY THE SCOTT ENTERPRISES DONATION COMMITTEE

Status: APPROVED - REJECTED - PENDING

Approval Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Remarks: \_\_\_\_\_