

# DONATION REQUEST FORM

Registered student organizations that would like to request a donation of food for any event from Dining Services must return this completed form AT LEAST 30 days prior to the event to be considered. We can only consider requests submitted on this form - we cannot handle solicitations at our locations or by phone.

Due to the volume of requests we receive, we are unable to guarantee donations will be made, even for events that have been supported in previous years. Groups will be informed **within** two weeks whether request was accepted or denied.

TODAY'S DATE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## CONTACT INFORMATION

REGISTERED STUDENT ORGANIZATION NAME

CONTACT PERSON

TITLE OR RELATIONSHIP TO ORGANIZATION

EMAIL

PHONE

ALTERNATIVE PHONE

## EVENT INFORMATION (MUST BE AT LEAST 30 DAYS FROM TODAY'S DATE)

NAME / TITLE OF EVENT

EXPECTED ATTENDANCE

DATE / / TIME :

LOCATION (BUILDING) / PLACE OF EVENT

PURPOSE OF EVENT

HOW WILL DONATION BE USED?

HOW WILL THIS BENEFIT OSU STUDENTS?

## TYPE OF DONATION REQUEST (PLEASE INCLUDE SPECIFICS / QUANTITY DESIRED)

REFRESHMENTS

SNACKS

AUCTION ITEM / DOOR PRIZE

MEALS

HAS THIS ORGANIZATION RECEIVED A DONATION IN THE PAST?  YES  NO

IF YES, WHEN AND WHAT?

**Please return completed application to:**

**In-Person: The Office of Student Life - Dining Services, 450 Lincoln Tower, 1800 Cannon Drive, Columbus, OH 43210**

**Electronically: [dining@osu.edu](mailto:dining@osu.edu)**