



CHARITABLE DONATION REQUEST FORM

All of the following information is required in order for SAN DIEGO HARLEY-DAVIDSON to consider your request.

Organization: _____ Date: _____

Organization's Contact Person: _____

Mailing Address: _____ City: _____ State: _____

ZIP: _____ Phone Number + _____ Email Address: _____

Please make sure your proposal includes the following information:

- A description of your organization, including its mission and major accomplishments
- Contact person's relationship to the organization:
Employee _____ Volunteer _____ Paid Worker _____ Fundraiser _____

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What services are rendered by your organization?

How will this donation be used?

What kind of advertising/signage and recognition will **SAN DIEGO HARLEY-DAVIDSON** receive, if any?

Are there any other HARLEY DEALERSHIPS PARTICIPATING at this time?

- If so, please list. _____

By what date do you need the contribution?

Please submit complete proposals no less than 30 days before contribution is needed. Incomplete or late proposals may not be considered.

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Signature of Organization's Officer:

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For Internal Use Only: (This Doc. Signed Off By) :



____ —	Monetary \$ _____ (please be specific)
____ —	SAN DIEGO HARLEY-DAVIDSON Promotional Item(s) _____

Donation Number: _____ Date of Review: _____ Approved: _____

Denied: _____

Signed Off By:

CHARITABLE DONATIONS POLICY

All parties requesting support from SDHD must complete a Charitable Donation Request form. The completed form should fully explain the nature of the contribution being sought and include all requested documentation. The Charitable Donation Request form is available online & at SDHD offices.

Contributions Policy

- The organization must also be a 501(c)(3) or non-profit organization.
- Requests should be submitted at least 30 days prior to the event .
- Complete proposals include a description of the organization, its mission and major accomplishments, and a list of current board members and key staff.
- Nonprofit organizations should submit their tax-exempt letters from the Internal Revenue Service with their contribution requests.
- Requests will be considered monthly by the Marketing Dept. at SAN DIEGO HARLEY-DAVIDSON.
- **Completed Donation Request applications & supporting documentation may be submitted by mail, fax or email:**

SAN DIEGO HARLEY-DAVIDSON. Attn: TRISHA ORSBORN

4645 MORENA BLVD. SAN DIEGO, CA 92117 PHONE: 858-616-6999