



Request Form

Request Type (select one) Financial Item/Product Advertising

Name of Event/Project: _____

What are you trying to accomplish?

Overview (Need/Purpose/Project)

Amount Requested: _____
(or Item/Product)

Name of Organization: _____

Address: _____

Phone: _____

Other Contact Info: _____

Does this organization have a 501c3 tax status? Yes No Unknown

Has ETC donated to this organization in the past? Yes No

If yes, when was the last time? _____

What was given at that time? _____

Name of person requesting donation: _____

Name whom to make check payable: _____

Today's date: _____

Date donation needed: _____

This form can be dropped off at any ETC location, emailed to marketing@ellijay.com or sent to: P.O. O, Ellijay, GA 30540. If approved ETC will mail the check or call you when the funds are available.

PLEASE NOTE: This form must be filled out as completely as possible and submitted no less than 30 days prior to date needed. ETC will contact you within 20 business days if the donation is approved. Upon approval, checks will be available within 30 days. If the check is \$500 or greater, a photo of the check being presented to the recipient may be required. It is the recipient's responsibility to make the arrangements for the photo to be taken and put a press release in the appropriate newspaper, web site, or other media. Thank You.

Internal Use Below - Do not use

OKTP: _____ DATE: _____ NOTES: _____

CODE: _____ SPON: SCH COM NAT DIST: NC LW MAIL _____