



# PGG Outreach Request Form

Here at PGG we believe in “Enriching Our Community”.

We also understand that there are many charities and causes that depend on contributions to continue their amazing work.

While PGG would love to contribute to every local charity, the sheer volume of requests received requires us to be selective in our donations and remain within our predetermined budgetary limits. So please understand that if a request is denied, it does not mean that we are not supportive of that charity. Please feel free to submit requests for future fund raisers as we may be able to provide a donation at that time.

## We ask these questions:

- A. Is your organization nonprofit?
- B. Does your organization “Enrich Our Community”?
- C. Is this a local organization?

Thank you for reading and filling out this request form. We appreciate your time, it will help us to make an informed decision!

Your Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Your Phone: \_\_\_\_\_ Your Email: \_\_\_\_\_

## Your Organization

1. The organization seeking the donation: \_\_\_\_\_  
Is it a 501(c)3? (Please submit a copy of the tax-exempt certificate.)      yes      no
2. What is your organization’s mission? Please submit mission statement, most recent correspondence to stakeholders, and/or organization’s Web site address: \_\_\_\_\_
3. Has it received a donation from PGG in the past?                      yes      no
4. Your relationship to the organization: \_\_\_\_\_
5. Organization’s Executive Director: \_\_\_\_\_
6. Organization’s Board President: \_\_\_\_\_

## The Donation

1. The name and type of event at which the donation will be used: \_\_\_\_\_
2. The event’s goal: \_\_\_\_\_
3. What will the donation be used for?      auction item      prize item      food  
Other: \_\_\_\_\_
4. The exact donation you are seeking: \_\_\_\_\_
5. If requesting food, how many people do you wish to serve with the contribution?
6. Recognition to donors (at the event, prior, subsequent, etc): \_\_\_\_\_

## Donation Details

We will provide specific information as to where donated product will be available for pick-up.

1. Date needed: \_\_\_\_\_      2. Time needed: \_\_\_\_\_
3. Who will it pick it up? \_\_\_\_\_
4. Person’s work/home phones: \_\_\_\_\_

## Simple Instructions

**Please drop off or mail this form to Pizza Gallery & Grill at 2250 Town Center Ave. Viera Florida 32940 or fax to 321-633-0896**

Please understand that the more lead time we are given to consider your request, the greater the chance that we can find some way to help you. We strive to acknowledge your request within five business days of receiving this completed form, and will do our best to have an answer for you within two weeks. If you haven't heard back from us within this time frame, please email [events@pggfl.com](mailto:events@pggfl.com)

PGG USE ONLY PLEASE
Date Rec'd
Approved or Declined?
Date of Reply
Decision Made by
TOTAL VALUE