



## Katey's Kids Community Relations Request Form

Date: \_\_\_\_\_ (Requests must be submitted at least **6 weeks** in advance)

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

Name of Representative/Contact Person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Brief Description of Program or Project:

Brief Description of Organization's Purpose:

### In Addition To Filling Out The Above, The Following Must Be Attached:

- A written request on the organization's formal letterhead
- A copy of the organization's 501(c)3 status letter (if applicable)
- A flyer, brochure or print information regarding the request, organization and/or event

Request can be submitted to the following address:

**Katey's Kids, Community Relations, 7600 N. Palm Ave, Fresno, CA 93711**

For Office Use Only:  Approved  Denied

Amount Approved: \_\_\_\_\_

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

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_