



Fundraising/Sponsorship Requests

Due to the number of requests for sponsorships we receive on a regular basis, Hutchens Law Firm has developed a process for requesting support of charities, events, and community projects. **For the 2017 Calendar Year, we will ONLY be accepting requests during this time period: Monday Nov 1, 2016 through Friday, Dec 9, 2016.**

If you would like your organization to be considered for charitable donations in 2017 (January through December), please complete this form and return it to the Marketing Department no later than **5pm on Friday, Dec. 9, 2016**. Please note, completion of this form does not guarantee sponsorship. Those requesting support will be notified in January 2017.

Group or Organization name: _____
Contact Name _____ Contact Title _____
Email _____ Phone _____
Mailing Address _____
Website _____
Federal Tax ID# _____ Is the organization a 501 (c)(3)? YES NO
Request amount \$ _____ Date needed _____

What is the total goal (in dollars) of the fundraising activity? _____

If associated with an event, please include the following:

Name of event _____ Date of event _____
Address of the event _____
Expected participation _____
Website address where logos will be displayed _____
Is there any printing associated (ads, flyers, banners, signage, etc.) where logos will be used? YES NO

Is this an annual event? YES NO
If so, how many years has this been held? _____
To your knowledge, how many years has Hutchens been supporting this event? _____

What is the target population? _____
Please describe how your organization contributes to the community (statistics and figures are helpful):

Marketing Department contact:
Margaret Minuth, Hutchens Law Firm, 910.864.6888
margaret.minuth@HutchensLawFirm.com
By mail: PO Box 2505, Fayetteville, NC 28302