



CHICAGO EVENT  
MANAGEMENT

### COURSE FLYER VOLUNTEER DONATION REQUEST FORM

Non-profit groups, clubs or organizations that recruit and provide volunteers for the Bank of America Shamrock Shuffle course flyering project with Chicago Event Management on Sunday, March 15, 2020 may request a donation. Chicago Event Management will make a donation to qualifying groups in the amount of \$150.00. All required paperwork must be completed to receive a donation.

Donations to groups, clubs and organizations are subject to approval by Chicago Event Management. Individuals representing organizations cannot receive donations. Required paperwork to support the donation to your group, club or organization is: 1. This Donation Request Form and 2. W-9 form for your organization noting the Tax ID of your group, club or organization (note: if your group, club or organization has 501(c)3 status please note this on your W-9 for our records). If your group is approved for a donation and submits the required paperwork, your group, club or organization will receive a check in the mail within 60 days of the event. Please provide the following information regarding where and to whom the check should be sent.

#### DONATION INFORMATION

Group/Club/Organization name on W9 form	
Contact Name	
Contact Phone	

*\*The check will be made out to the organization on the W9 form that is submitted.*

#### DONATION MAILING INFORMATION

Attention	
Address Line 1	
Address Line 2	
City, State, Zip	

*\*The check will be mailed to this address.*

**The deadline to submit all donation paperwork to Chicago Event Management is Friday, April 17, 2020.**

Forms can be mailed, faxed, or emailed to Chicago Event Management, Attn: Samantha Furlong

**Mail:** 135 S. LaSalle St. Suite 1160  
MC: IL4-135-11-61  
Chicago, IL 60603

**Fax:** 312.904.9820

**Email:** [samantha.furlong@cemevent.com](mailto:samantha.furlong@cemevent.com)

#### COURSE FLYER TEAM CONTACT

Contact Name	
Signature	
Date	
Phone Number	

#### FOR OFFICE USE ONLY

Business Unit:		
Requisition Entered:	PL Entered:	Donation Amount: \$150.00