



## Bank of Botetourt Donation Request Form

Completion of this form is a request only and does not guarantee a donation. (Please review the Donation Guidelines on our website: [www.bankofbotetourt.com](http://www.bankofbotetourt.com)). In order to be considered, requests must be received a minimum of 30 days prior to the event.

Please type or print:

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

Tax Exempt # \_\_\_\_\_ (501c(3) non-profit organization)

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

County: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Contact person's name: \_\_\_\_\_

Type:  Sports Oriented  Church  Youth Group  School  Other

Event Date/Time: \_\_\_\_\_ / \_\_\_\_\_ Location: \_\_\_\_\_

Event Description—please specify: (who will benefit, the cause, etc.) \_\_\_\_\_

Items to be used for:  Live Auction  Door Prize  Raffle  Other

Please make arrangements to pick up item(s) from the Daleville Office located at 140 Town Center Street, Daleville, VA 24083 between 9:00 AM – 5:00 PM.

Bank of Botetourt customer:  Yes  No

If you have met the required criteria outlined in our Donation Guidelines, you may submit your written request on your organization's letterhead along with this form and mail to:

Bank of Botetourt  
*ATTN: Marketing & Community Relations*  
P.O. Box 175  
Daleville, VA 24083

Email: [marketing@bankofbotetourt.com](mailto:marketing@bankofbotetourt.com)

FOR OFFICE USE ONLY:

Received by: _____ Date: _____
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