



## BINGHAMTON UNIVERSITY DINING SERVICES DONATION REQUEST

<b>Organization Name:</b>	
<b>Which kind of organization describes you best:</b>	
Student Group	
Campus Department	
Off Campus Business	
Other please describe:	
<b>Contact Person:</b>	<b>Title:</b>
<b>Address:</b>	
<b>Phone:</b>	<b>Email:</b>
<b>Today's Date:</b>	
<b>Event Date:</b>	<b>Event Time:</b>

**Describe your event.**

**Specifically what is the donation are you looking for, include the expected number of guests, the food items and amount you would like.**

**Email your completed form to Jim Ruoff, Resident District Manager, [James.Ruoff@Sodexo.com](mailto:James.Ruoff@Sodexo.com) four weeks in advance.**

**We process many requests for donations; each request is taken seriously and will be considered, however we are unable to approve every request. Once a request is reviewed and a decision is made the contact person will be notified at the email address provided.**

**Date approved** \_\_\_\_\_

**Approved donation:**

- See above
- Other \_\_\_\_\_