



Norris University Center
Food Donation Form

Part A: Completed by Student Organization

Name of Student Organization: _____ Date of Event: _____

Contact Person: _____ E-Mail: _____

Phone: _____

Event Name: _____

Event Location: _____

Event Time: _____ Estimated Attendance: _____

Please provide a complete list of all donated food items. Please feel free to use the back of this form if necessary.

Item	Donator	Contact Name	Phone
_____	_____	_____	_____ <input type="checkbox"/>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Part B: Completed by Donator(s) of Food Products

Thank you for your generous food donation to the student organization listed above. Please read the following statement and sign your name as indicated. Someone from the Events Planning Office at the Norris University Center will be contacting you to verify your donation.

The information listed above is correct. I/My business have/has agreed to donate these items to the student organization identified on this form.

Donator #1: _____ Date: _____
(Signature)

Donator #2: _____ Date: _____
(Signature)

Donator #3: _____ Date: _____
(Signature)

Part C: Norris University Center Approval

Approved: _____ Date: _____
(Executive Director or Associate Director, EPP)