



## Community Giving

### Donation Requests

Pollo Tropical® is strongly committed to supporting the community through local organizations such as National Breast Cancer Association's Y-ME, local Boys and Girls Clubs, the American Red Cross and our community schools. We also support a wide array of civic groups, arts and cultural organizations and family-oriented events. If you would like to request that Pollo Tropical make a donation to your organization or sponsor an event, you will need the following information:

We do our best to respond to all requests as soon as possible. Due to the high volume of requests received, we are unable to provide status updates on your contribution request.

**When:** Contribution requests are reviewed in the order in which they are received. We ask that all requests be allowed at least 30 business days for review and response.

**How:** All non-profit organizations with 501(c)(3) status that are seeking contributions must provide Pollo Tropical with the following:

1. Completed Donation Request Form.
2. Written request, on organization letterhead.
3. Copy of the organization's 501(c)(3) and/or sales tax exemption certificates.
4. Please scan and email these items as an attachment to [lsmmarketing@pollotropical.com](mailto:lsmmarketing@pollotropical.com).



## Donation Request Form

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Today's Date:	
Organization Name:	
Contact Person:	
Day Phone (include area code):	
Alternate Phone:	
Mailing Address:	
City/State/Zip:	
Fax:	
Email address:	
Event Name:	
Event Date & Time:	
Event Address:	
Food Pickup Time:	
Number of People Anticipated:	
Requested Donation:	
Description of Event:	
Additional Comments:	

Signature: \_\_\_\_\_

Title: \_\_\_\_\_