



**QUARTZ VALLEY INDIAN RESERVATION (QVIR)
Non-Gaming Distribution (NGD) Donation**

CHECK LIST FOR NGD DONATION PROGRAM

Maximum Amount is \$150.00

Sponsorship Requested by: _____
(Please Print)

Please check-off all the items listed below that you are including in your Donation Request:

- NGD Donation Request Form OR Personal Letter of Request**
This is the explanation of the event and its benefit (s) to the community.
- Event Flier**
Public Announcement Inviting the Community to the Event
- Newspaper Article**
Public Announcement Inviting the Community to the Event
- Invoice**
A List of Items (Apparel Only) Appearing on an Order Form (such as: Uniforms, T-shirts, or Jerseys)
Note: A Purchase Order must be filled out when requesting sporting apparel or items.
- Letter from Event Organizer**
If there is no event flier, a letter from the event organizer should explain the event and its benefit (s) to the Community.

Please provide **all** the information on the QVIR-NGD Donation Request Form. If you choose to request by personal letter, be sure that you give a full explanation on how this event will benefit the community. Failure to provide the necessary documentation could result in a delay of a donation.



D- _____ - _____

**QUARTZ VALLEY INDIAN RESERVATION
Non-Gaming Distribution (NGD) Donation Request Form**

Donation Requested by: _____
(Please Print) _____ Date

Address: _____

City / State / Zip Code: _____

Request Letter

I am requesting the NGD Donation Funds for the following community event / activity:

I am requesting the following amount: \$ _____ from the NGD Donation Fund.

The above amount will be covering one of the following categories:

- Supplies Food Prizes Gifts Equipment Apparel (T-shirts, etc.)
- Other: _____

Make Check Payable to: _____
(Please Print)

Address: _____

City / State / Zip Code: _____

Description on Check: _____

If request requires a purchase from the Tribe, please provide the following Purchase Order information:

Name of Vendor: _____

Purchase will be made at this location: _____
(Street Address)

(City)

(State)

(Zip Code)

OFFICE USE ONLY

PO# _____

Maximum amount from the Donation Fund is \$150.00.

Checks will not be made payable to individuals.

There will be no reimbursements made.



QUARTZ VALLEY INDIAN RESERVATION
Non-Gaming Distribution (NGD) Donation Request Form
(Please Print)

1. Name of Community Event or Activity: _____
2. How will this event benefit the community? _____

3. Date of Event: _____ / _____ / _____ Time: _____ AM PM
4. Location of Event: _____
5. The Amount Requested: \$ _____
6. Please explain how these funds will be used: _____

Thank you for your time and consideration,

Signature of Person Submitting Request

Date