



**Texarkana**  
Independent School District

# *Donation Request Form*

## GUIDELINES TO REMEMBER

- In order to expedite the donation process, complete form in its entirety.
- Donation requests are filled on a first come, first serve basis
- It is more likely that we can help fill your request as long as your Donation Request Form is submitted 4-6 weeks in advance of your event and/or need by date.

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Event Description/Purpose:

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Requested Donation:

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*Return Form to:*  
*Office of Student & Community Development*  
*4241 Summerhill Road*  
*Texarkana, Texas 75503*  
*Fax: 903.792.2632*