



**New Orleans Harley-Davidson**  
**6015 Airline Drive, Metairie LA 70003**  
**505-736-9600 www.neworleansH-D.com**

## Donations and Sponsorship Request Form

New Orleans Harley-Davidson strives to be a good corporate citizen. As part of that mission we make charitable contributions in order strengthen and support the cultural, educational and social fabric of our community. We recognize there are many worth causes; we are unable to support them all. We will review your application in a timely manner.

There are four important criteria:

1. Is your organization or event clearly charitable or non-profit?
2. Is the request from an event or organization that will improve the cultural, educational or civic vitality of our community?
3. Is contributing to your organization within our prioritized charitable goals?
4. Does your event represent motorcycling in a positive and responsible manner?

TODAY'S DATE: \_\_\_\_\_ YOUR PHONE: \_\_\_\_\_  
YOUR NAME: \_\_\_\_\_ YOUR MAILING ADDRESS: \_\_\_\_\_

**We require a 2 WEEK review period of each donation request.**

Please understand that the more lead time we are given to consider your request, the greater the chance that we can find some way to help you.

### Simple Instructions

Return Completed form to: N.O. Harley Marketing Department - 6015 Airline Drive, Metairie, LA 70003 or FAX to 504-207-1750

### About Your Organization

1. The organization seeking the donation: \_\_\_\_\_  
Is it a 501(c)3? (Please submit a copy of the tax-exempt certificate.)      yes      no
2. Has it received a donation from New Orleans Harley-Davidson before?:      yes      no
3. Your relationship to the organization: \_\_\_\_\_
4. Organization's contact person for the donation: \_\_\_\_\_
5. Organization's Executive Director: \_\_\_\_\_
6. Organization's Board President: \_\_\_\_\_

### About The Donation

**MONETARY DONATION REQUESTS WILL NOT BE CONSIDERED.**

1. The event at which the donation will be used: \_\_\_\_\_
2. The event's goal: \_\_\_\_\_
3. The exact donation you are seeking: \_\_\_\_\_
4. What will the donation be used for?      auction item      prize item  
Other: \_\_\_\_\_
5. How many people do you expect to attend the event/how many people do you wish to serve? \_\_\_\_\_
6. Recognition to donors (at the event, prior, subsequent, etc.): \_\_\_\_\_

### Logistic Basics

We would determine the location at which the donation would be picked up.:

1. Date needed: \_\_\_\_\_
2. Time needed: \_\_\_\_\_
3. Who will pick it up? \_\_\_\_\_
4. Person's work/home phones: \_\_\_\_\_

### N.O. H-D Office Use

(circle) Request approved      Request respectfully declined      Decision made by \_\_\_\_\_      Date of decision \_\_\_\_\_  
(circle) Donation or marketing?      % donation      % mktg      Charge to which business? \_\_\_\_\_      TOTAL COST \$ \_\_\_\_\_