



City of Desert Hot Springs

65950 Pierson Boulevard, Desert Hot Springs, CA 92240 • www.cityofdhs.org • 760-329-6411 • Fax: 760-288-0639

COMMUNITY AND CULTURAL AFFAIRS COMMISSION DONATION/SPONSORSHIP SUBMITTAL

This form must be submitted with an Agenda Submittal Form for a donation.

The item will not be placed on the agenda without the proper documentation.

Please fill out the section that pertains to your submission and provide supporting materials.

Donation/Sponsorship	
Donation to:	Please specify the person/vendor that the donation will be made to.
Description:	Be specific when adding a description for this donation. Try to think in terms of Who, What, Where, When, Why and How.
Amount of Donation	\$_____
Responsible in Charge:	Add your name if you are responsible for this donation and the name(s) of any others that will be working with you.
Budget:	Budget detail should be provided before the event: Total of Donation: \$200 Food: \$100 Supplies: \$100 OR No stipulations on where money is to be sent.

Please attach:

- ☐ Vendor invoice for donation
- ☐ W9

Return the completed form to:

Lynne Paul, Public Works Assistant
lpaul@cityofdhs.org
760-329-6411 x219