



## Donation Request Form

We are committed to supporting our community. Our donations of time and/or product will generally go towards organizations & events that relate to what we do. Food, Arts, Environmental & Educational causes receive priority.

Please understand that we receive many requests for donations. We hope you will also understand that, as a very small business, we cannot accommodate every request and that it takes us some time to evaluate all the requests we receive.

So we can consider and evaluate the many requests we receive for donations of our products and our time, this **form must be submitted in person at our shop at least 2 months in advance of when you need the donation. If we decide to make a donation, we will let you know before your Desired Date of Donation indicated in the form below.**

### Organization Information

Organization Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Federal Tax ID: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Website: \_\_\_\_\_

Mission Statement:

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### Contact Information

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Donation/Sponsorship

Use of Donation –e.g. raffle/live auction/silent auction/other: \_\_\_\_\_

Requested value range: \_\_\_\_\_

Request Type:  100% donation  50/50 (matched w/purchase)  other (describe) \_\_\_\_\_

Event Name \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Event Location \_\_\_\_\_

Beneficiary of Event \_\_\_\_\_

Date of Event: \_\_\_\_\_ Desired Date to pick up Donation \_\_\_\_\_

### How would Zak's Chocolate be supported by your event/organization?

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Are you already a customer of Zak's Chocolate? \_\_\_\_\_

Notes/Comments:

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