

# Great Harvest Bread Co.<sup>®</sup>

## DONATION REQUEST FORM

Here at Great Harvest we believe in giving generously to others. We welcome opportunities to help our community, and appreciate your interest.

### OUR DONATION GUIDELINES:

- We donate to non-profit organizations that serve our community.
- We donate our products: bread and cookies
- We can consider only donation requests that are submitted in-person on this form. We cannot handle requests through the mail, by phone or fax. Sorry!
- We ask for at least one week notice of any donation request, but advise as much notice as you can give.
- Donation requests are filled on a first-come, first serve basis. Because of the volume of requests we receive, it is more likely we can help you if you make your request early.
- Priority is given to fund-raisers and events that directly support your organization's mission, rather than requests for refreshments for social events.

Organization Name \_\_\_\_\_

Organization's tax-exempt ID \_\_\_\_\_

Name of Event \_\_\_\_\_

Date & Time of Event \_\_\_\_\_ Number in Attendance \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact Person Address \_\_\_\_\_

Phone # (daytime) \_\_\_\_\_ FAX \_\_\_\_\_ e-mail \_\_\_\_\_

Type of Donation Request

\_\_\_\_\_ Auction Item \_\_\_\_\_ Door Prize (quantity: \_\_\_\_)

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

Please briefly note how this event will benefit our community:

\_\_\_\_\_

What opportunities are there for us to get exposure for our name and product to your members or guests at this event? \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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### RESPONSE

\_\_\_\_\_ We are happy to donate the following:

\_\_\_\_\_ Retail value of the donation \_\_\_\_\_

\_\_\_\_\_ Please arrange to have the donation picked up at the bakery on \_\_\_\_\_, after \_\_\_\_\_

\_\_\_\_\_ Sorry, but we are unable to donate at this time, but please ask us another time.

Please return this form to Great Harvest:

2092 -H Newbury Rd. Newbury Park, CA 91320 (805)376-0111

[www.conejobread.com](http://www.conejobread.com)