



Donation Request Guidelines

Café Valley Bakery is proud to contribute to our community by donating our high quality baked goods to charitable, church, civic, educational and other community organizations. The ever-increasing requests for donations have compelled Café Valley to establish guidelines for consideration.

Our contribution program will continue to support our current commitment to several national organizations and allow us to focus our giving to organizations that meet our requirements. **Request must include the following information to be eligible for consideration:**

1. All requests **must** be submitted, in writing on your organizations letterhead, via mail, electronic mail or fax. *We cannot accept requests via telephone.* NOTE: Due to the number of requests we receive we cannot guarantee that submitting a request will result in a donation.
2. Organizations must be non-profit, including schools and churches, and be able to provide a tax exempt number or 501c3.
3. All requests **must** be accompanied by a COMPLETED Donation Request Form (separate sheet). Unfortunately *incomplete forms will not be considered.*
4. All requests **must** be received a minimum of 30 days in advance. *If your letter falls short of this timeframe, we will be unable to forward your request for consideration.*
5. Organizations will be granted one request each year so we may help contribute to as many organizations as possible.
6. Requests for monetary donations cannot be accepted.

If your request meets within all the guidelines listed above and is approved we will contact you via the information you provide us on the form.
Best wishes for a successful event!

Contact: Corinne Coots, Supply Chain; ccoots@cafevalley.com
3701 S. Adams Street
Marion, IN 46953



Donation Request Form

Completion of this form indicates a request; it does not guarantee a donation. Donation requests must be received a **minimum of 30 days prior** to the event to be considered. Please type or print.

Event Date: _____

Date Donation Needed By: _____

Organization Name: _____

Type: Business Charity Church Civic School Other

If other, please specify _____

Tax Exempt #/501c3 _____

Donation Organization

Address _____

City _____ State _____ Zip _____

Telephone# _____

Fax _____

Contact Name _____ Contact

Telephone _____

E-Mail: _____

Event Name _____

Event Location _____



Event Description (please be specific; who benefits, cause, etc):

Item(s) requested: (be specific on products and quantity):

Item to be used for _____

How will a Café Valley donation benefit from this event:

Please return completed form and event flyer/brochure and/or other information on your organization's letterhead to:

**Corinne Coots / Supply Chain
Café Valley Bakery
3701 S. Adams Street
Marion, IN 46953**

ccoots@cafevalley.com