

# Donation Request Guidelines and Form

Since 1997 SIGNATURE DESSERTS has been strongly committed to giving back to our community by donating to events and causes that are important to our customers, company and employees. The following Donation Guidelines have been developed as a way to create more consistency to organizations seeking our support.

**Signature Desserts requires submission of this form and your organization's cover letter 4 WEEKS prior to your event date to be considered.**

**Signature Desserts:**

- can only donate to organizations or events that are within a 10 mile radius of our bakery.
- donates Gift Certificates that can be used for giveaways, door prizes, auctions or for purchasing the products of your choice. We do not make monetary contributions or donate product.
- does not consider donation requests for employee recognitions or company parties, pageants or fashion shows, family reunions, political organizations or lobbying groups, travel expenses for educational or extracurricular activity trips or professional development seminars and conferences.
- can only donate to an organization once in 12-month period.

**Submission of this application does not guarantee a donation.**

Your Name \_\_\_\_\_ Organization  
Name \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email  
Address \_\_\_\_\_  
Date of Submission \_\_\_\_\_ Event  
Date \_\_\_\_\_  
Projected Attendance (# of People) \_\_\_\_\_ Donation you are seeking:  
\_\_\_\_\_

Describe the event if no cover letter is attached:

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Has Signature Desserts donated to your event in the past? \_\_\_\_\_ If YES, when?

In what way can Signature Desserts be promoted at your event?

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Other information which you feel we should consider:

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**You will be contacted by Signature Desserts if your donation request has been approved within 2 weeks of your submission. A follow-up to your request is not necessary. Please acknowledge that you have read and understand the Donations Guidelines outlined above, and that your organization meets our guidelines as stated, by signing below:**