



**Donation Request Application Guidelines**

When it comes to giving back to the community, Catering Creations takes pride in supporting worthwhile causes and organizations. Giving back comes naturally and we strive to help as many causes as we can, although our primary community mission is to feed hungry children. We'd love to help everyone, but due to budgetary restrictions we can only approve a limited number of the many donation applications received. Please help us serve you and our community better by submitting your applications according to the following required guidelines.

1. We only consider requests that benefit the communities of our local area
2. We favor requests that target the issues surrounding hunger & children in our community
3. Regretfully, we are not able to assist individuals raising money to go on a trip where the benefit is not to a team, school, or the community, but to the individual (ex. Student ambassador programs, cheerleader competitions, etc.)
4. We are also not able to help individuals who need help for a personal crisis or medical problem
5. Submit the application *at least* 6-8 weeks prior to the date the donation is needed

**We will contact you should the request be approved. Please use the application rather than phone solicitations so that we may streamline our donation process. Thank you!**

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

Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Phone(Day) \_\_\_\_\_ (Cell) \_\_\_\_\_

History & Mission of Organization \_\_\_\_\_

Type of Donation being requested  In-kind  Donation Dollars  Other

Description of request (specific items you are requesting) \_\_\_\_\_

Approximate Value of Donation \_\_\_\_\_

Are there Sponsorship opportunities? If Yes, Describe \_\_\_\_\_

Date & Time of Event \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Location of Event \_\_\_\_\_ Response needed by \_\_\_\_\_

How will the donation be used (i.e. oral auction, silent auction, raffle, other) \_\_\_\_\_

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