



## **Sweetheart Donuts, LLC Donation & Sponsorship Program**

Thank you for considering Sweetheart Donuts, LLC to support your organization.

Sweetheart Donuts, LLC receives hundreds of requests for support in the form of donations, sponsorships and advertising. Unfortunately, it is not possible for us to honor all requests, even though many are submitted by worthwhile organizations and causes.

Because resources are limited, we reserve our support for people, groups, causes and events best representing the Sweetheart Donuts, LLC culture of caring for our community and are an **IRS tax exempt organization under section 501(c)(3)**. The majority of our corporate giving is directed toward animal welfare through the Bend Spay and Neuter Project.

As a policy, we do not donate to political figures, organizations or campaigns and we do not sponsor personal expeditions.

To help us assess your needs, please complete the donation request form below. We will consider all proposals based on timeliness and consistency with the Sweetheart Donuts, LLC brand. However, completion of this form does not guarantee support.

All recipients will be asked to provide an acknowledgement letter and photo of your event.

Again, we appreciate your interest in Sweetheart Donuts, LLC.

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**Only non-profit, tax-exempt 501(c)(3) organizations are eligible to receive donations.**

### **Application**

Only applications that meet the charitable guidelines will be considered.

### ***Completed Application***

All requests for gift certificate, sponsorships and program ads must include a cover letter to be submitted on the official letterhead of your non-profit, tax-exempt organization, a copy of your IRS tax exempt organization under section 501(c)(3), the completed application form, and a stamped self-addressed return envelope. Applicants are encouraged to add an attachment describing full sponsorship opportunities.



## **Sweetheart Donuts, LLC Donation & Sponsorship Program**

### ***Past Support***

Please note that past support of an organization is not a guarantee of future support.

### ***Multiple Donation Requests***

Organizations are eligible for donations only once per calendar year. Sweetheart Donuts, LLC reserves the right to seek further opportunities for future events.

### ***Deadlines***

**Donations:** Requests for donations must be received at least one month prior to the month the donation is needed: for example, requests for donations to be made in March must be received by February 1.

**Sponsorships:** Please send in sponsorship requests as soon as possible to allow us time to evaluate your proposal. Requests for sponsorships must be received at least one month prior to the month the donation is needed.

### ***Review Processes***

Applications are reviewed on a first-come, first-serve basis on the second Tuesday of each month.

Unfortunately, due to limited funds, many meritorious requests cannot be supported. Please understand that if Sweetheart Donuts, LLC cannot support your organization, it does not reflect any disapproval of the merits of the organization.

Sweetheart Donuts, LLC will contact you on the status of your request. Please do not call the office unless you have not received a notice in a timely manner.

**Thank you again for your interest in our Sweetheart Donuts, LLC. We look forward to receiving your application.**



## Sweetheart Donuts, LLC Donation & Sponsorship Application

Please review donation and sponsorship guidelines carefully prior to submitting application.

Date Submitted: \_\_\_\_\_ Event Date: \_\_\_\_\_

### Organization

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Mission Statement:

\*501(c)(3) Tax ID number: \_\_\_\_\_

**\*Attach copy of 501(c)(3) letter. Must be included to be considered for a donation.**

Has your organization received a donation in the past from Sweetheart Donuts, LLC ?

\_\_\_ Yes \_\_\_ No      If yes, include event name, date and donation:

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### Contact

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Phone: \_\_\_\_\_



**Corporate Donation & Sponsorship Application**

**Event Information**

Name:

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Date: \_\_\_\_\_ Number of years hosting this event: \_\_\_\_\_

Location: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Description:

Why do you feel Sweetheart Donuts, LLC should donate for this event?

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In-kind donation requested: Donuts \_\_\_\_\_

Gift Basket \_\_\_\_\_

Gift Certificate (include denomination) \_\_\_\_\_

Other: \_\_\_\_\_

Describe how this donation would be used:

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Auction item   Prize item   Refreshments   Sponsorship   Fundraising   Other

If requesting refreshments, how many people do you wish to serve with the Sweetheart Donuts, LLC contribution? \_\_\_\_\_

Describe when and how donors are recognized (at the event, prior, subsequent, etc.):

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**Donation Logistics Basics**

We will need specific information so the donated product will be ready for pick up.

Day and Date needed: \_\_\_\_\_ Time needed: \_\_\_\_\_

Person picking up donation? \_\_\_\_\_

Person's work/cell phone numbers: \_\_\_\_\_

If your donation request is accepted, provide pick-up information. (Donations only)

Pick-Up Date: \_\_\_\_\_ Pick-Up Time: \_\_\_\_\_

We kindly ask all donation requests be accompanied with a self-addressed stamped envelope. Envelope attached? Yes \_\_\_ or No \_\_\_

FOR OFFICE USE ONLY:

APPROVED _____ NOT APPROVED _____ INTL _____
DATE: _____
DONATE _____
CONTACT COMPLETED: DATE: _____ INTL _____
DONATION COMPLETED: DATE: _____ INTL _____
DONATION LOGGED: DATE: _____ INTL _____