



# 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 provide services to our community.
- We donate our products—breads, rolls & gift baskets—for community events and fundraisers.
- **OUR DEADLINES FOR DONATION REQUESTS:** Because of the volume of requests we receive and the need for advance planning, donation requests for a given month must be received by the first day of the prior month in order to be considered. For Example, if your event is in May, please have your request to us by April 1st.
- **"BLACKOUT" PERIODS:** We are unable to make donations during the following especially busy times: Easter week, Thanksgiving week, and Christmas week.

**ORGANIZATION NAME:** \_\_\_\_\_

**NAME OF EVENT:** \_\_\_\_\_ **# PEOPLE EXPECTED:** \_\_\_\_\_

**PURPOSE OF EVENT:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_ **TIME OF EVENT:** \_\_\_\_\_ **AM/PM**

**LOCATION OF EVENT:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**CONTACT E-MAIL:** \_\_\_\_\_ **CONTACT PHONE (DAYTIME):** \_\_\_\_\_

*(E-MAIL is required for a donation response. Thank you.)*

### TYPE OF DONATION REQUESTED:

\_\_\_\_\_ **REFRESHMENTS (BREAD/ROLLS)** \_\_\_\_\_ **AUCTION ITEM (BASKET)** \_\_\_\_\_ **DOOR PRIZE(LOAF)**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



Please return this form to:

## GREAT HARVEST BREAD CO.

8926 SE Sunnyside Rd, Clackamas, OR 97015 or FAX it to us at 503-794-5615



### RESPONSE

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

**E-MAILED REPLY ON:** \_\_\_\_\_ **RETAIL VALUE OF DONATION:** \_\_\_\_\_

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

**WE'RE SORRY!** We're unable to donation at this time because of prior donation commitments.

Please let us know if we can help with another event in the future.

**-JIM, ROBIN, & THE GREAT HARVEST TEAM**