



# DONATION REQUEST FORM

Baker & Spice and SweetWares know that there are many worthy causes in need of contributions in our Southwest community; due to the hundreds of requests we receive each year, we as a company have decided that we can be most effective with our donation dollars by focusing on the need of education in our communities.

Please understand that we donate only to schools and organizations **WITHIN a 10 MILE radius of our company.** We do not donate cash.

Before filling out this request form please review the following criteria:

Are you clearly a **nonprofit or charitable organization**?

Does your organization focus **PRIMARILY** on the **education of a child in our community**?

Are you located within 10 miles of Baker & Spice and SweetWares?

If the answer to all three of the above questions is "YES", please fill out our donation request form.

Donation forms are reviewed on the 15<sup>th</sup> of each month. You will be notified by email on the 20<sup>th</sup> of the month if your request has been approved or denied.

Please drop off, mail, or e-mail your form to:

[donations@bakerandspicebakery.com](mailto:donations@bakerandspicebakery.com) or SweetWares, 6306 SW Capitol Hwy, Portland, OR 97239

**Approved donations can be picked up at SweetWares, 6306 SW Capitol Hwy Tuesday thru Saturday 10am-5 pm, or Sunday 10am-3pm**

Please feel free to email any questions to [donations@bakerandspicebakery.com](mailto:donations@bakerandspicebakery.com).

Please note our retail staff is unable to assist with donation inquiries.

**Thank you and best of luck with your fundraising efforts!**



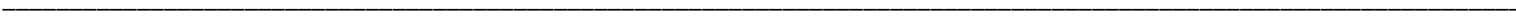
YOUR NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

YOUR PHONE: \_\_\_\_\_ YOUR EMAIL: \_\_\_\_\_

## ABOUT YOUR ORGANIZATION

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

What is the mission of the organization? \_\_\_\_\_



## ABOUT THE DONATION

Name and type of event in which donation will be used: \_\_\_\_\_

Events goals: \_\_\_\_\_

What will the donation be used for? Auction item      Prize item      Refreshments      Other \_\_\_\_\_

What type of donation are you requesting? Please select one:

- \_\_\_\_\_ x Baker's Choice 6" layer cakes, serving between 8-12 people
- \$50 in gift certificates from both Baker & Spice and SweetWares

What type of recognition to donors will be provided? (at the event, prior etc.) \_\_\_\_\_

## DONATION BASICS:

Date needed: \_\_\_\_\_ Time needed: \_\_\_\_\_

Name of person picking up donation? \_\_\_\_\_

Pick up person's work/cell phones: \_\_\_\_\_