



# San Mateo Donation Request Instructions

Dear Donation Seekers:

Thank you for thinking of Whole Foods Market for your organization's upcoming event. It is one of Whole Foods Market's core values to support our local communities and the environment. We ask that you look over the following criteria before submitting your request.

1. Requests by phone are not accepted.
2. Your organization or event must be located in close proximity to San Mateo. Because we believe in supporting our local community and our stores are closely connected to their immediate geographic area, we invite you to contact any of our other stores that might be in closer proximity to your event/organization's location. For a list of Northern California stores, please see the following link: <http://wholefoodsmarket.com/stores/list>
3. The recipient must be a 501-C (3) nonprofit organization. A copy of the 501-C (3) letter from the IRS must accompany the application in order to be considered. **Your request will not be considered without this document.** This letter comes from the Treasury Department and is different from the state tax-exempt form.
4. Requests must be received in writing at least 6-8 weeks before the event date and of the "pick up" date in order to be considered, as we review requests once a month around the first of each month. All applications are reviewed on a first-come-first serve basis. Because the donations budget is limited, early submission of your application is recommended. **Due to the volume of requests we receive, we are not able to respond to all requests.**
5. Whole Foods Market has specific guidelines for the organizations we are able to support with donations. In addition to being a non-profit, you must fall into one of these categories:
  - Environmental Preservation
  - Preventative Health Care
  - Hunger Relief
  - Organic Farming / Sustainable Food Resources
  - Children or the very local community
  - Education on any of the above

Because Whole Foods Market believes in being an active community member, requests from other civic and charitable groups will be considered if the organization is in the immediate vicinity of a store location, meets our core values, and funding is available.

6. We do not donate to individuals, individuals seeking pledges, or multiple requests from the same organization or organizations and / or causes.
7. Past support of an organization or event is not a guarantee of future support.

Although we would like to support every worthwhile cause, due to the volume of applications, it is not possible for Whole Foods Market to fulfill every request.

Thank you for your interest. You may deliver, mail, fax or email donation requests to:

hsu-lien k. rivera  
marketing & community relations team leader  
whole foods market san mateo

1010 Park Place, San Mateo, CA 94403 . 650.358.6900 ext 260 / fax 650.358.6901 / [hsu-lien.rivera@wholefoods.com](mailto:hsu-lien.rivera@wholefoods.com)





## San Mateo Donation Application

All applications must be received at least 6-8 weeks PRIOR to the date of pick-up in order to be considered. Due to the volume of requests that we receive, we are not able to respond to all requests. Please read the previous page of this application before submission.

Application Date \_\_\_\_\_ Date of Event \_\_\_\_\_ Pick Up Date: \_\_\_\_\_

Organization \_\_\_\_\_ 501 c (3)Tax ID Number\* \_\_\_\_\_  
(Please attach a copy of the IRS 501(c)3 letter)

Address \_\_\_\_\_

Contact Person Name \_\_\_\_\_ Title: \_\_\_\_\_

Phone (day) \_\_\_\_\_ Phone (evening) \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Location of Event \_\_\_\_\_

How many people will attend your event: \_\_\_\_\_

Description of Event \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Items you are Requesting:  Food  Gift Card  Gift Basket

Please describe your request: \_\_\_\_\_

\_\_\_\_\_  
How does your organization benefit from this donation? \_\_\_\_\_

\_\_\_\_\_  
How will Whole Foods Market benefit and be acknowledged from this donation?

\_\_\_\_\_  
\_\_\_\_\_

### Donation Guidelines \*

All donations are reviewed once a month, around the first of each month. Donations are considered in the order received and upon availability of funds. All requests must be submitted 6-8 weeks prior to your event. To request a donation, you must have a 501-C (3) nonprofit number. A copy of the 501-C (3) letter from the IRS must accompany the application in order to be considered. Your request will not be considered without this document. This letter comes from the Treasury Department and is different from the state tax-exempt form. If you do not have your organization's number or a copy of please wait to turn this form in until it is complete.