



## Donation Request Form

At Belmar Bakery & Café, we believe that you “reap what you sow” and that it is important to give in order to receive. Therefore, we like to contribute to organizations that improve life in our community. Every month, we donate up to **10 of our Red Velvet Cakes** to various charitable organizations to support our local community. We also offer **Non-Profits a 10% discount on orders over \$100**. Whether it is to help raise money through a community bake sale or an auction, Belmar Bakery & Café believes in the power of giving.

While we would love to fill every request that comes in, there are so many that it is just not possible. To request a donation for your non-profit organization’s event, please submit a request form with your letter no less than 4 weeks prior to the month of your event. The sooner the request is submitted, the better chance we will have to support your event.

\*Completion of this form does not guarantee a donation

### **DONATED ITEM:**

### **8” RED VELVET CAKE OR A GIFT CERTIFICATE FOR A 8” RED VELVET CAKE**

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

Organization’s 501(c)(3): \_\_\_\_\_

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

Organization’s Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact’s Phone: \_\_\_\_\_

Date & Time of Event: \_\_\_\_\_

Pick Up Time: \_\_\_\_\_

Donation Requested:

\_\_\_ 8” Classic Red Velvet Cake      \_\_\_ Gift Certificate for 8” Classic Red Velvet Cake

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Please attach a procurement form to this request***