



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 our products for events and fundraisers to non-profit charitable organizations that serve our community and state.

OUR DEADLINES FOR DONATION REQUESTS: Because of the volume of requests we receive and the need for advance planning, donation requests must be received at least one month prior to the date of the event. Please allow at least two weeks for a response from us. Thank you for your understanding.

“BLACKOUT” PERIODS: We are unable to make donations during the following especially busy times: Easter week, Anniversary week (late September), Thanksgiving week, and the month of December.

ORGANIZATION NAME: _____

NAME OF EVENT: _____ **# PEOPLE EXPECTED:** _____

DATE OF EVENT: _____ **TIME OF EVENT:** _____ **AM/PM**

(Please note that we cannot consider donation requests made less than one month in advance.)

CONTACT PERSON: _____ **EMAIL:** _____

CONTACT ADDRESS: _____

CONTACT PHONE (DAYTIME): _____ **FAX:** _____

PLEASE BRIEFLY DESCRIBE HOW THIS EVENT WILL BENEFIT OUR COMMUNITY: _____

TYPE OF DONATION REQUESTED:

_____ **REFRESHMENTS (BREAD/COOKIES)** _____ **AUCTION ITEM** _____ **DOOR PRIZE(S)**

SIGNATURE: _____ **DATE:** _____



Please return this form to:
GREAT HARVEST BREAD CO.
570 E. Benson Blvd, Suite 22 Anchorage, AK 99503



RESPONSE

CONFIRMATION: We are happy to donate the following:

_____ **RETAIL VALUE:** _____

Please arrange to have the donation picked up on _____ after _____

WE'RE SORRY! We are not able to donate at this time. We hope you have a successful event.

THANK YOU FROM THE GREAT HARVEST FAMILY!

FOR OFFICE USE ONLY: Response sent on _____ by (circle) email/FAX/phone. Crew Initials: _____