



907 Poly Drive, Billings, MT 59102 • 248-8889

### 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 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. Requests are filled on a first come, first serve basis, to those who meet the qualifications, until our monthly donation budget has been met.
- ◆ We will notify the contact person listed on this form within the first week of the month prior to the event.
- ◆ **"BLACKOUT" PERIODS:** We are unable to make donations during the following especially busy times: Easter week, Thanksgiving week and the month of December.

Organization name: \_\_\_\_\_

Name of event: \_\_\_\_\_

Date & time of event: \_\_\_\_\_ # in attendance: \_\_\_\_\_

Contact person: \_\_\_\_\_

Daytime phone #(s): \_\_\_\_\_

Type of donation requested:

\_\_\_\_\_ Refreshment (please specify: \_\_\_\_\_ Bread, \_\_\_\_\_ Rolls, \_\_\_\_\_ Cookies)

\_\_\_\_\_ Auction Item (ex. Bread Basket) \_\_\_\_\_ Door Prize (quantity: \_\_\_\_\_)

PLEASE BRIEFLY NOTE HOW THIS EVENT WILL BENEFIT OUR COMMUNITY:

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

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

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**RESPONSE**

\_\_\_\_\_ We are happy to donate \_\_\_\_\_

\_\_\_\_\_ Retail value of donation \_\_\_\_\_

\_\_\_\_\_ Donation to be picked up @ the bakery on \_\_\_\_\_ @ \_\_\_\_\_

\_\_\_\_\_ Sorry we are unable to donate at this time, but please ask another time.

Date called \_\_\_\_\_