



# DONATION REQUEST FORM

Zingerman's strives to be a good corporate citizen. The Zingerman's Guiding Principles state that it is our chosen responsibility to make substantial and significant contributions in order to strengthen the health, social, educational, and cultural fabric of this community. We recognize there are many causes worthy of support, but by focusing our resources in a few areas we feel our impact is greater. Since 1988, the majority of Zingerman's corporate giving has been directed toward alleviating hunger in Washtenaw County. We are the founder of Food Gatherers, an independent nonprofit food rescue program and food bank, and we continue to be a major corporate contributor.

Zingerman's will try to respond to your contribution request if we can identify with the effort or the cause. We try not to base our decision upon whether our own self-interest will be helped by responding or hurt by not responding. We will ask these questions:

- A. Is your organization or event clearly nonprofit or charitable? If not, we may consider your request to be more appropriately directed to our marketing department and will forward it on for you as appropriate.
- B. Is your request coming from an organization that will improve the health, educational, cultural or civic vitality of this community?
- C. Does contributing to your organization touch on our prioritized areas of concern?

Thank you for filling out this request form. It helps us greatly with our decision-making and record-keeping. We appreciate your time in assisting us to make effective decisions toward the betterment of our community.

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

## ABOUT YOUR ORGANIZATION

1. The organization seeking the donation: \_\_\_\_\_  
 Is it a 501(c)3? (Please submit a copy of the tax-exempt certificate.)      yes      no
2. What is your organization's mission? Please submit mission statement, most recent correspondence to stakeholders, and/or organization's Web site address: \_\_\_\_\_  
 \_\_\_\_\_
3. Has it received a donation from Zingerman's in the past?      yes      no
4. Your relationship to the organization: \_\_\_\_\_
5. Organization's Executive Director: \_\_\_\_\_
6. Organization's Board President: \_\_\_\_\_

## ABOUT THE DONATION

1. The name and type of event at which the donation will be used: \_\_\_\_\_
2. The event's goal: \_\_\_\_\_
3. What will the donation be used for?      auction item      prize item      refreshments  
 Other: \_\_\_\_\_
4. The exact donation you are seeking: \_\_\_\_\_
5. If requesting refreshments, how many people do you wish to serve *with the Zingerman's contribution*? \_\_\_\_\_
6. Recognition to donors (at the event, prior, subsequent, etc): \_\_\_\_\_

## LOGISTIC BASICS

We will provide specific information as to where donated product will be available for pick-up.

1. Date needed: \_\_\_\_\_      2. Time needed: \_\_\_\_\_
3. Who will it pick it up? \_\_\_\_\_
4. Person's work/home phones: \_\_\_\_\_

## SIMPLE INSTRUCTIONS

Please mail this form to 422 Detroit Street, Ann Arbor, MI, 48104 or fax to 734.913.5383. Mark "Attention: Paul Saginaw."

Please understand that the more lead time we are given to consider your request, the greater the chance that we can find some way to help you.

We strive to acknowledge your request within five business days of receiving this completed form, and will do our best to have an answer for you within two weeks. If you haven't heard back from us within this time frame, this form may have been lost, so please give us a call at 734.913.0059.

### FOR ZING USE, PLEASE

Date Rec'd

Approved or Declined?

Date of Reply

Decision Made by

Charge to which business?

DOR Entry Date

Record Entry Date

Del/P.U./Posted Date

TOTAL COGS