



PRODUCT DONATION REQUEST FORM



Locations and phone/fax numbers

Rts. 11 & 30, Manchester Ctr., VT P/F (802)362-5082
118 Main Street, Brattleboro, VT P (802)579-1851 F (802)579-1852
120 Main Street, Keene, NH P (603)357-7751 F (603)357-8971
15 Temple Street, Portland, ME P/F (207)879-2425
42 North Main St, Concord, NH P/F (603)226-1827

Bagel Works donates products & in certain cases services to a variety of not-for-profit organizations within our communities. This form must be filled out & faxed to the store at least 10 working days prior to the event. Any request coming in later than 10 working days or for an organization without not-for-profit status will be denied. Bagel Works stores each have a \$200 product donation limit per four week period. Donations are taken on a first come first serve basis. They are comprised of un-sliced bagels & cream cheese only (max amount per donation = 5 doz. un-sliced bagels & 2.5 lbs of cream cheese). Marketing materials provided by Bagel Works must be placed alongside any product(s) donated. We will contact you within 5 working days from receiving your requested donation. If a donation request is granted, you will receive a confirmation by fax or mail. Applications should be submitted to the store Manager. **PLEASE FILL OUT AS COMPLETELY AS POSSIBLE!**

Donation requested from Bagel Works store (location): _____
Date of event: _____ Requested pick-up time for product: _____
Product requested (Specify # of people to be fed, quantity of bagels &/or cream cheese): _____

Date form filled out: _____ Individual seeking product/title: _____
Phone #: _____ Fax #: _____
Name of group or organization: _____
Address or fax # to send confirmation: _____
Is organization not for profit? If yes, please fax federal exemption # & copy of certificate with form.

Briefly describe your organization & its mission statement (purpose). If possible, please tell us about other fund-raising events your group organized, what was done & the success of those events. _____

What percent of your organizations' time & money is allocated for administrative work? _____
Describe how Bagel Works products will be used: _____

How did you hear about Bagel Works' donation program? _____
Has Bagel Works donated to your organization before? If yes, when & for what cause/event? _____

Please describe the specific ways your organization will acknowledge Bagel Works donation (i.e.: newsletters, advertising space, direct mail, information services, promotional material). _____

In what ways will this donation help build positive skills &/or actively create healthy communities? _____

How many people will be affected by this donation? _____
Please use the following lines to write any additional information about your organization: _____