



DONATION REQUEST FORM

ALL OF US HERE AT **THE GOURMET GANG** STRIVE TO BE GOOD CITIZENS IN OUR SURROUNDING COMMUNITIES. PART OF DOING SO, WE HAVE MADE OUR CHOSEN RESPONSIBILITY TO SUPPORT CAUSES THAT BENEFIT & GROW CHARITIES THAT HELP CHILDREN AND THEIR FAMILIES. WE ACKNOWLEDGE THAT THERE ARE NUMEROUS CAUSES WORTHY OF OUR SUPPORT, HOWEVER WE FEEL THAT FOCUSING OUR RESOURCES ON AREAS THAT SUPPORT CHILDREN IN OUR COMMUNITY AND AROUND THE GLOBE WILL MAKE A GREATER IMPACT FOR THOSE THAT NEED OUR HELP MOST. SINCE THE LATE NINETIES, **THE GOURMET GANG** HAS DIRECTED OUR COMMUNITY INVOLVEMENT TOWARD SUPPORTING: WE PROMISE FOUNDATION, HEIFER.ORG, LOCAL FOODBANKS, SCHOOLS AND MOST RECENTLY THE NOBLEMEN.

THE GOURMET GANG WILL DO OUR VERY BEST TO RESPOND TO YOUR REQUEST IF WE ARE ABLE TO IDENTIFY WITH YOUR VERY IMPORTANT EFFORT OR CAUSE. OUR RESPONSE TO YOUR REQUESTS WILL BE DETERMINED UPON ASKING OURSELVES THE FOLLOWING QUESTIONS:

1. IS YOUR ORGANIZATION/EVENT CLEARLY NONPROFIT OR CHARITABLE? IF NOT, WE MAY FEEL THAT YOUR REQUEST WOULD BENEFIT BETTER BY SPEAKING WITH OUR EVENTS DEPARTMENT.
2. IS YOUR REQUEST COMING FROM AN ORGANIZATION THAT WILL ASSIST IN HELPING CHILDREN AND/OR THEIR FAMILIES IN OUR COMMUNITIES OR AROUND THE GLOBE?
3. DOES CONTRIBUTING TO YOUR ORGANIZATION TOUCH ON OUR PRIORITIZED AREAS OF HELP?

THANK YOU FOR FILLING OUT THIS REQUEST FORM. IT HELPS US WITH OUR DECISION MAKING PROCESS IN ADDITION TO OUR RECORD KEEPING. WE GREATLY APPRECIATE THAT YOU HAVE CONSIDERED US TO ASSIST IN YOUR IMPORTANT CAUSES AND ALLOWING US TO MAKE THE RIGHT DECISIONS TOWARD THE BETTERMENT OF OUR COMPANY CAUSES.

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 COPY OF DETERMINATION LETTER). 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 YOUR ORGANIZATION RECEIVED A DONATION FROM THE GOURMET GANG IN THE PAST? Yes No
- 4 YOUR RELATIONSHIP TO THE ORGANIZATION: _____
- 5 ORGANIZATION'S EXECUTIVE DIRECTOR/PRESIDENT: _____

ABOUT THE DONATION

- 1 THE NAME & 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
- 4 THE EXACT DONATION YOU ARE SEEKING: _____
- 5 WILL YOU RECOGNIZE & NAME THE GOURMET GANG'S DONATION? Yes _____ No _____

GG USE:

DATE REC'D: _____

APPROVED/DECLINED? _____

DATE OF REPLY: _____

DECISION MADE BY: _____

DOR ENTRY DATE: _____

DEL/PUP DATE: _____

TOTAL DONATION AMT: _____

ON TO THE BASICS

- 1 DATE NEEDED: _____
- 2 WHO WILL PICK IT UP? _____
- 3 PERSON(S) PHONE NUMBER(S) & EMAIL(S): _____

INSTRUCTIONS

PLEASE MAIL OR FAX THIS FORM TO: 6000 ROBIN HOOD RD, NORFOLK, VA 23518 OR (757) 857-6150. "ATTENTION: ANITA SMITH-OLDHAM". **DONATION REQUESTS WILL BE REVIEWED QUARTERLY ON MARCH 1ST, JUNE 1ST, SEPTEMBER 1ST AND DECEMBER 1ST.** A STAFF MEMBER WILL CONTACT YOU ONCE YOUR APPLICATION HAS BEEN REVIEWED. IF YOU HAVEN'T HEARD BACK FROM US WITHIN THIS TIME FRAME AND/OR IF YOU HAVE ANY QUESTIONS FOR US ABOUT YOUR DONATION REQUEST, PLEASE FEEL FREE TO EMAIL US AT ANITA@GOURMETGANG.COM