



<b>office use only</b> <b>date approved:</b>
<b>amount:</b>
<b>order in book?</b> <b>gc mailed?</b>

## donation request form

due to the large number of donation requests we receive, saint cupcake requires the following form to be completed before a donation request can be considered. our donations are for gift certificates only and will be taken out of a monthly allotment. **please note that submitting this request is NOT a guarantee that we will provide a donation for your charitable event.**

organization name: \_\_\_\_\_ are you 501(c)3? \_\_\_\_\_

tax id: \_\_\_\_\_ today's date: \_\_\_\_\_

contact name: \_\_\_\_\_

e-mail: \_\_\_\_\_ contact number: \_\_\_\_\_

address: \_\_\_\_\_

date of your event: \_\_\_\_\_ pick up time: \_\_\_\_\_

how will our donation be used?

why should saint cupcake give to your organization or event? are you helping children or puppies in anyway? (it's ok if you're not)

decisions regarding donations are made at the end of the month prior to the event  
please submit requests to:  
saint cupcake galore 1138 sw morrison st, portland, or 97205