

Donation Request Form



As a family owned business, Lovin Oven Cakery strives to be a good corporate citizen. In order to strengthen the health, social, educational and religious fabric of our community we realize that we must make significant and substantial contributions. We understand that there are many causes worthy of support. We believe that by focusing our resources to a few specific areas, our impact has much more potential for positive change. We will try to respond to your contribution request if we can identify with the effort of the cause. Contributions are not based on our business interests. Rather, we make every effort to base our decision of response with the following three questions:

1. Is your organization or event clearly non profit or charitable? If not, we may consider your request to be more appropriately directed to our marketing decision makers and will forward on your behalf.
2. Is your request coming from an organization that will improve the health, educational, cultural or religious vitality of our community?
3. Does contributing to your organization touch on our prioritized areas of concern for our community?

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

Instructions

Please return to our store or email to cake@lovinovencakery.com with all other pertinent information at least 2 weeks before your event. *Any request made after the two weeks requirement will not be considered.*

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 contribute. We strive to acknowledge your request within 1 week of receiving this completed form. We will do our best to have an answer for you within two weeks.

Your Name _____

Today's Date _____

Your Phone _____

Your Email _____

Logistic Basics

1. Date needed _____

2. Time needed _____

3. Pickup location Round Lake Libertyville or Antioch

4. Who will pick up the donation?

5. Person's cell phones

About the Organization

1. The organization seeking the donation

Is the organization a 501(c)(3)? No Yes *(please submit a copy of the certificate)*

2. What is the organizations mission? Please submit the mission statement, most recent correspondence to the stakeholders, and/or the organization's website address

3. Has the organization received a donation from us in the past? No Yes

If so when? _____

4. Your relationship to the organization

5. Organization's Executive Director:

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 will be served by our contribution?

6. Recognition to donors (at the event, prior, subsequent, etc)?

Other information you would like us to know
