



## DONATION REQUEST FORM

Please submit this form, along with any attachments to [info@duffscakemix.com](mailto:info@duffscakemix.com). We aim to respond to all requests within 72 hours regarding your request.

### ORGANIZATION INFO

Organization Name: \_\_\_\_\_ Website: \_\_\_\_\_  
Organization Type: \_\_\_\_\_ (501(c)(3), LLC, unincorporated, etc.)  
Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Mission: \_\_\_\_\_

### REQUESTER CONTACT INFO

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Title/Relationship to Organization: \_\_\_\_\_

### EVENT DETAILS

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_  
Description: \_\_\_\_\_ Estimated # of Attendees: \_\_\_\_\_  
Purpose: \_\_\_\_\_  
How will the event be promoted: \_\_\_\_\_

### REQUEST DETAILS

Item donated will be used for:

Live Auction    Silent Auction    Raffle    Giveaways    Door Prize    Other: \_\_\_\_\_

### ATTACHMENTS

Along with this completed form, please include the following documents:

- Certified 501(c)(3) document (Not Tax-Exempt form)
- Documents that describe your event, or any other related document

Referred By: (if applicable) \_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_

### PLEASE NOTE:

*Submission of this request does not guarantee that your request will be fulfilled. As an organization who values community, we do our best to contribute where and when we can. We appreciate you reaching out to Duff's Cakemix. Unfortunately, we can only accommodate a limited number of donation requests, and we try to develop long-term partnerships with community organizations as opposed to giving one off donations. If you might be interested in such an arrangement, please let us know and we'd be happy to further discuss this possibility with you.*