



## Donation Request

Elgin Fresh Market is a neighborhood gathering place that reflects its unique community. We care about our community and embrace our responsibility to be active participants in our local neighborhoods. Elgin Fresh Market supports initiatives that build economic, social and cultural capacity and create a social and economic legacy.

We strive to support local nonprofit organizations and causes. If you would like to submit a request for a food donation, community event, presentation or sponsorship, please submit this application to the Customer Service Desk, or print online and bring into any location. Recipients will be notified as soon as possible. Requests by telephone and incomplete forms will not be accepted.

We'd like to thank you in advance for using this form. The best of luck to you in your worthy cause! Thanks for shopping at Elgin Fresh Market.

**Although we would like to support every worthwhile cause, due to volume of applications, it is not possible for Elgin Fresh Market to fulfill every request.**

**We evaluate applications based upon the following guidelines:**

- 1. Request by phone are not accepted.**
- 2. The recipient must be a 501c3 non profit organization. A copy of the 501c3 letter from the IRS must accompany the application in order for your request to be considered. This letter comes from The Treasury Department and is different from a state tax-exempt form.**
- 3. The application must be received at 60 days before the pickup date in order to be considered for any donation. Applications are reviewed on a first-come, first-serve basis. Because the Donations Budget is limited, early submission of your application is recommended.**
- 4. We do not donate to individuals, sponsorships for athletic teams, aid for foreign countries, individuals seeking pledge, multiple requests for the same organization or organizations and /or causes outside of the Elgin area. Past support of an organization or an event is not a guarantee of future support. All donations are at the discretion of Elgin Fresh Market**
- 5. Elgin Fresh Market reserves the right to deny any donation request**

**Please DO NOT turn in a donation request to multiple stores for consideration.**



## Donation Request Form

Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Which location is your organization closest to?  822 Summit  306 S. McLean

Not for Profit Status:

Number: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax #: \_\_\_\_\_

Website: \_\_\_\_\_

Please describe your organization: \_\_\_\_\_

What is your donation request? \_\_\_\_\_

Date Donation Needed: \_\_\_\_\_ Time: \_\_\_\_\_

How would a donation from Elgin Fresh Market be used? \_\_\_\_\_

Has your organization received a donation in the past from Elgin Fresh Market?  Yes  No

If yes, when? \_\_\_\_\_

For office use only

Date Donation request received: \_\_\_\_\_

Date organization contacted: \_\_\_\_\_

Donation Response: \_\_\_\_\_

Notes: \_\_\_\_\_