

Keystone Bakery Donation Request Guidelines

Keystone Bakery has been strongly committed to giving back to our community by donating to events and causes that are important to our customers, company and employees.

The following Donation Guidelines have been developed as a way to create more consistency to organizations seeking our support. Keystone Bakery requires submission of this form and your organization's cover and tax exempt ID form 4 WEEKS prior to your event date to be considered.

Keystone Bakery:

- Gift Certificates that can be used for giveaways, door prizes, auctions or for purchasing the products of your choice.
- Will not consider donation requests for employee recognitions or company parties, pageants or fashion shows, family reunions, funerals, political organizations, lobbying groups, travel expenses for educational or extracurricular activity trips or professional development seminars and conferences.
- May only donate to an organization once in 12-month period.

Submission of this application *does not guarantee* a donation.

Your Name: _____

Organization: _____

Tax Exempt ID: _____

Phone Number: _____

Email Address: _____

Date of Submission: _____ Event Date: _____

Projected Attendance (# of People) _____

Donation you are seeking: _____

Describe the event if no cover letter is attached:

Has Keystone Bakery donated to your event in the past? _____

If YES, when? _____

In what way can Keystone Bakery be promoted at your event?

Other information which you feel we should consider:
