



Michigan Cream and Sugar takes great pride in community involvement and makes every effort to accommodate as many donation requests as possible for local non-profit organizations. Donations are based on availability.

Please review the information below regarding guidelines and procedures for requesting donations.

#### PROGRAM DETAILS:

##### *Requirements*

- Non-profit organization that has 501(c)(3) IRS designation unless the fundraiser is a benefit for an individual
- Organization in the Great Lakes Bay Region of Michigan
- Request must be received at least four weeks prior to the organization's event

#### HOW TO REQUEST A DONATION:

*If your organization meets the requirements above to submit a valid request, please be sure to include the following to [gm@michigancreamsugar.com](mailto:gm@michigancreamsugar.com):*

- Letter of request on organizational letterhead describing the mission and goals of organization
- Donation items and quantity requested (eg. gift cards, products, vouchers)
- Proposed use for the tickets including the fundraiser event date (eg. silent auction for school)
- Contact person (name, phone and email address)
- Copy of the organization's 501(c)(3) form and tax exempt identification number