

Cold Spring Bakery Donation Request Form

Cold Spring Bakery has always focused on supporting community events and needs. We recognize there are many causes worthy of support, but by focusing our resources in a few areas we feel our impact is greater. When deciding on donations, we use the following criteria:

- Is the event or organization located within the ROCORI school district?
- Will the donation be used for a fundraiser?

We do not donate to organizations for their routine or on-going meetings. We also do not donate to golf tournaments.

Today's date _____

Name of person requesting the donation _____

Phone _____

E-mail _____

About your organization

Organization seeking the donation: _____

Address _____

Is the organization a 501(c) (tax exempt) ? Yes No

Have you received a donation from us in the past? Yes No

If so, what? _____ When? _____

Your relationship to the organization _____

Organization's executive director _____

About the donation

What are you requesting? _____

How will the donation be used? Auction Door Prize Refreshments Other

Donation logistics

When will the donation be used? _____ Date needed _____

How will it be picked up? _____

Please return this form by one of the following:

* Mail to: Lynn Schurman
Cold Spring Bakery
308 Main St
Cold Spring, MN 56320

* Drop off at the bakery
* Email to coldspbakery@aol.com

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 help you. We strive to acknowledge your request within 5 business days of receiving this completed form, and will do our best to have an answer for you within two weeks.

For Office Use:

Approved? _____ Date of Reply _____ By _____