



PO Box 9003
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www.sweetclovermarket.com

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REQUEST FOR A DONATION

Thank you very much for thinking of Sweet Clover Market as a resource. At this time, Sweet Clover Market is currently not considering requests for sponsorships or cash donations. We are eager, however, to consider requests for gift baskets, gift certificates, food and other creative donations. In general, we focus our charitable giving on non-profit efforts in Essex, Essex Junction, Underhill, Westford, and Jericho as well as requests from our regular customers who are involved with non-profits from outside of these towns. If you are requesting a donation of any kind from Sweet Clover Market, please fill out this form completely. If you have a letter, please still fill out this form, and attach your letter to this form. Please submit your request at least 3 weeks in advance of any event or deadline.

Name of Organization: _____
Address of Organization: _____
Phone Number of the Organization: _____
Website of the Organization, if available: _____

Contact Person regarding this donation request

Name: _____
Email: _____
Phone: _____

Is this donation request in support of a certain event? Yes No (circle one).

If yes, what is the name of the event? _____
Date of the event? _____
Location of the event? _____

Item requested for donation:

- Gift basket (non-perishable only): Value: \$ _____
- Gift certificate: Value \$ _____
- Food at wholesale cost or other discount (perishable or non-perishable): Value: \$ _____
- Advertisement in a publication
- Other (please describe in next section)

Notes regarding your request, i.e. theme idea you have for the gift basket, requests that don't fall into categories described above, etc.

Date you will pick up the donation, if approved: _____

INTERNAL USE ONLY: Approved Y N Product Value: _____ GC Value: _____ Contacted Date: _____ Date Ready By: _____ Notes: _____
