

# CEREMONY

COFFEE ROASTERS

## CHARITABLE CONTRIBUTION REQUEST

Ceremony Coffee Roasters is committed to supporting our local community and the broader coffee community through charitable donations and involvement. **We require that the organization is a registered 501(c)(3) and that the event or program directly serves the community. We do not make donations to political or religious organizations.** Donations are usually 'in kind' rather than cash.

If your organization would like to request a donation, please complete this form in its entirety. We review donation requests on an ongoing basis to determine if it is a good fit with our mission and within our budget and scope. Due to the number of requests and limited resources, we unfortunately cannot approve them all and just because we gave in the past does not guarantee that we will give in the future. If your organization is a good fit and your request is submitted in a timely manner, there is a very good chance we can help. If you need to contact us, please email [donations@ceremonycoffee.com](mailto:donations@ceremonycoffee.com). Please, no phone calls checking on status.

Date of Request	Date of Event	Requested Donation Pickup Date	
Name of Organization		Is this a 501(c)3?	Federal Tax ID No.
Contact Person	Contact Phone Number	Contact Email	
Organization Address		State	ZIP
Organization Phone Number	Organization Email	Organization Website	
Brief description of the organization's purpose.			
Brief description of the event			
Who or what will benefit from this event?			
What donation is being requested? (Gift Basket, Whole Bean Coffee, Brewed Coffee, etc.)			
FOR CEREMONY OFFICE USE ONLY:			
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Item(s) for Donation	Pickup Date & Location	Authorized Pickup Person