**SugarDarlings Cupcakes Donation Request Form**

SugarDarlings Cupcakes will evaluate your request based on the following information. Requests are generally denied if the guidelines are not followed. Filling out this form makes it much quicker for us to be able to review your request and followup with you. We try our best to accommodate everyone's request, but we do require enough time to be able to plan ahead. If your request is already past our deadline, please keep in mind that we may not be able to offer a donation.

**Submission deadline**

Please fill out this form and bring it in to any of our four shops by the 15th of the month before your event. For example, if your event is in November, you would need to submit your request by October 15th. This ensures we are able to plan for what we are able to donate each month. If we are able to donate per your request, we will follow up with you as soon as you are chosen to go over final details. If denied you will not always be notified, if you are unsure please contact us.

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| Name (First and Last) |  |
| Phone Number |  |
| Best time to contact you? |  |
| Name of the organization and event |  |
| What is your connection to this organization? |  |
| Has your organization received a donation from us within the last 6 months? |  |
| Date of the event? |  |
| Item(s) requested? Amount? (gift certificate, cupcakes, or cupcake coupons) |  |
| Use of donation?(raffle, auction, etc.Fundraising?) |  |
| Describe your event:  How will a donation from SugarDarlings help? How many guests are you expecting?  Will there be exposure opportunities for SugarDarlings? (an ad in a program, signage, literature, etc.) |  |
| What group will benefit from our donation?  How? |  |