

Donation Request Form

Gerard's Paella is proud to support local organizations through in-kind donations. However, due to the high volume of requests, we can only accommodate a pre-determined amount of donations each year. Once this amount is met, we are not able to fulfill any further requests for that budget year. *Donation requests must be submitted by November 1 for the following calendar year.*

In order to help us expedite the donation procedure, please complete this form in its entirety. This form must be accompanied by a donation request letter written on the official letterhead of the organization. Upon receipt of the request form and letter, you will be notified if your organization is qualified and your event date is available.

Mail to:

Gerard's Paella
ATTN: Non-Profit Donations
P.O. Box 995
Occidental, CA 95465

Name of your organization: _____

Summarize the focus of your organization (i.e. shelter, school, healthcare): _____

Address (P.O. Boxes cannot be accepted): _____

Contact Person: _____

Phone number: () _____

Non-Profit I.D. #: _____

What is the date of your event? / / **Alternate Date:** / /

What type of event will you be hosting? (silent or live auction, raffle, etc.) _____

What kind of attendance do you anticipate for your event? _____

What is the value of the in-kind donation you are hoping for? _____

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What specific area will these proceeds benefit? _____

What type of advertising are you planning to promote this event? _____

Additional Comments: _____

Authorized Signature: _____ Date: _____