



## Gift in Kind Request Form

In order to be considered for a Gift in Kind donation from Palermo's the following form needs to be submitted with your request, as well as a tax exempt letter. Our committee will focus on providing donations to programs which enhance our company image as socially responsible and those which our committee and employees feel are important.

Please be aware that organizations requesting donations must be 501C3 Non-Profit. We ask that you be as specific as possible when completing this form about your organization and your request. Please include a letter of intent from your organization on letterhead, as well as a tax exempt letter.

Our committee meets the **4<sup>th</sup> Thursday of every month**. All forms are due back to Palermo's by mail or email by the **3<sup>rd</sup> Thursday of the month** for consideration. You will be contacted within a few days of the Gift in Kind meeting on if your donation request was approved or denied.

**Organizations Name:** \_\_\_\_\_

**Brief Description of Organization:**

\_\_\_\_\_  
\_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Event Description and Date of Event:** \_\_\_\_\_

**Date Donation Required:** \_\_\_\_\_

**Donation Request:** \_\_\_\_\_ **Auction Kit** (includes a free tour for 12 people, 12 free pizza coupons, and pizza making tools) Valued at \$100.00

\_\_\_\_\_ **Pizza Donation, if so how many** \_\_\_\_\_

\_\_\_\_\_ **Monetary, if so what amount** \_\_\_\_\_

\_\_\_\_\_ **Other (Please be specific)** \_\_\_\_\_

**5301C Number:** \_\_\_\_\_