

***Baker & Spice***  
**NEIGHBORHOOD BAKERY**  
ESTD 1998

**Thank you for your interest in including Baker & Spice in your event! Please understand we receive many donation requests and we must ask that you follow the protocol below so that we can respond to your request as quickly as possible.**

1. We ask that all donation requests be submitted electronically to: **donations@bakerandspicepdx.com**. If this is not possible, please mail your request to; Baker & Spice/Donation Request, 6306 SW Capitol Hwy., Portland, OR 97239. **No phone calls, please.**
2. In your request, please include contact information and event info (including the event date) and be as explicit as possible about what you would like us to donate.
3. **All requests must be made a minimum of 90 days prior to your event.** If your donation request is over 90 days away, we will consider and respond by the 20<sup>th</sup> of the month if Baker & Spice is able to donate. If you do not hear from us by that date, you can assume we are unable to support your request at this time.
4. **Please note:** We strive to focus our giving to organizations focused on **sustainable food culture to community food security, education, the arts and animal welfare** within a **10-mile** radius of the Baker & Spice. We wish we could support all the great causes and organizations out there, but we are limited based on our size and resources.
5. We cannot make monetary donations at this time.

**Thank you for your support in helping us manage the extraordinary number of requests we receive daily. And thank you again for your interest in including Baker & Spice in events that are meaningful to you!**

# Donation Request Form

YOUR NAME: \_\_\_\_\_ TODAY'S DATE: \_\_\_\_\_

YOUR EMAIL: \_\_\_\_\_ YOUR PHONE: \_\_\_\_\_

## About Your Organization:

Name: \_\_\_\_\_ TAX ID#: \_\_\_\_\_

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

What is the mission of your organization? \_\_\_\_\_

## About Your Donation:

Event in which the donation will be used: \_\_\_\_\_

Event's goals: \_\_\_\_\_

What will the donation be used for (circle one):

Auction Item

Prize item

Refreshments

Other \_\_\_\_\_

What type of donation are you requesting? Please select one:

- 2 x Baker's Choice 6" layer cakes, serving between 8-12 people
- \$50 in gift certificates for the Bakery or the Cakery

What type of recognition to donors will be provided? (at the event, prior, etc.)

**Donation Basics:** Please pick up your approved donation at the Cakery, 6306 SW Capitol Hwy.

Date & time of Pick-up \_\_\_\_\_ time needed \_\_\_\_\_ Date of Event \_\_\_\_\_

Name of person picking up donation: \_\_\_\_\_ Phone: \_\_\_\_\_