



DONATION REQUEST FORM

Giving back to our community is very important to us as a neighborhood grocer. We understand there are countless organizations deserving of support and we feel we can make the biggest impact when we focus our contributions to a couple themes. We primarily support schools and non-profit (501 c3) and arts organizations within San Francisco, in order to better our immediate neighbors.

Donation requests, along with any pertinent letters or materials, must be submitted via email or in person at least five weeks in advance of the date the donation is needed. We typically will respond within two weeks. Please email Janet Tarlov at janet@canyonmarket.com if you haven't heard back from us after that.

Personal information

Today's date _____

Name _____

Phone _____ Email _____

Organization information

Organization name _____

Address _____

Website _____ Federal Tax ID _____

Who your organization serves _____

Donation information

Event name & date _____

Deadline for us to respond to your request _____

Desired date of donation pick-up _____

Description of donation requested (ex. gift card) _____

Donation will be used for:

Auction Raffle Refreshments Other _____

Recognition for donation (ex. featuring our logo on your event banner)

THANK YOU FOR YOUR REQUEST!

OFFICE USE ONLY				
Date Rec'd	Past Recipient?	Approved / Declined?	Date Replied	Who Replied