



# Cabin Coffee Company®

## Donation Request Form

Cabin Coffee Company is dedicated to giving back to the communities that we serve. We support community and charitable organizations in the cities where we operate coffee houses, and where the focus is consistent with our company culture.

Due to the high volume of requests that we receive, we ask that you provide your request according to the below guidelines. While we try our best, we appreciate your understanding that we cannot respond to or support every request we receive.

### Guidelines

All requests must be submitted via email or US mail to be considered. Go to the Locations tab on the Cabin Coffee Company website to find the email or address of the store you are making the request from. We do not accept requests in the stores. Requests must be received at least six weeks prior to your event. To be considered, please complete the following information:

<b>Cabin Coffee Company location you are making the request from:</b>
<b>Date of Request:</b>
<b>Name of Organization:</b>
<b>Organization's 501(c):</b>
<b>Contact Name:</b>
<b>Mailing Address:</b>
<b>Phone Number:</b>
<b>Email Address:</b>
<b>Information about the Organization:</b> (for example, the mission or vision statement, history, who or what the donation serves)

<b>Event:</b>
<b>Date of Event:</b>
<b>Time of Event:</b>
<b>Event Location:</b>
<b>Expected Attendance:</b>
<b>Detailed Event Description:</b>
<b>Requested Donation: (Gift Certificate, Fresh Roasted Coffee, Gift Basket)</b>
<b>How the Donation will be used:</b>
<b>Who will pick up the Donation:</b>
<b>What date will the donation be picked up:</b> (All donations of Fresh Roasted Coffee or Containing Fresh Roasted Coffee may not be pick up more than two days prior to the event)
<b>What time will the donation be picked up:</b>
<b>Comments or notes:</b>