



## Non-Profit Organization Donation Request Form

Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Donation Type:  Monetary Donation/Sponsorship: Amount \$ \_\_\_\_\_

In-Kind Donation: Item(s) Requested \_\_\_\_\_

Date donation is needed: \_\_\_\_\_

Please describe the purpose of the donation (event, auction, etc.): \_\_\_\_\_

\_\_\_\_\_

Has NY Cheesecake Cafe provided a donation for your organization in the past?  Yes  No

*If yes, what items and when?* \_\_\_\_\_

Additional information or comments: \_\_\_\_\_

\_\_\_\_\_

The above information is correct to the best of my knowledge. Shall the donation be approved, I will use the donated goods for the purposes listed above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title (Relationship to Organization)

****FOR NY CHEESECAKE CAFÉ USE ONLY****		
<input type="checkbox"/> Approved	Approval Signature:	Pick-up Signature:
<input type="checkbox"/> Rejected	Approval Date:	Pick-up Date:



## Donation Policy

**NY Cheesecake Café is committed to helping community organizations. In order to be fair to all causes, the following guidelines must be followed.**

- **All donation requests must be submitted in person or by mail to:**  
NY Cheesecake Café  
48395 Hayes Road  
Shelby Twp., MI 48315
- **All requests should include:**
  - Donation Request Form
  - Request in writing on company letterhead
  - Non-Profit/Tax-Exempt Government Certificate
  - Information on requesting organization (i.e. mission, use of contributions)
- **Requests must be made at least six weeks in advance of the date donation is needed.**
- **Please allow three weeks for processing your request.** You will receive an email response from NY Cheesecake Cafe, whatever the decision may be, to the email address on the request form.
- **In order to maximize the benefits NY Cheesecake Café can give to the community, organizations are eligible to receive no more than (1) donation per year.**
- **Possible In-kind Contributions and Value**
  - Gift Certificate for a free Original Cheesecake.....\$26.50
  - Free Coffee Cards (50 max.).....\$68.90
  - Mug with 1 Free Beverage Card inside (4 max.).....\$47.90
- **Please be specific with your request. Quantity requested is not guaranteed.**