



Donation Request Form

- In order to help us expedite the donation procedure, please complete this form in its entirety. In addition, this form must be accompanied by a descriptive letter written on the official letterhead of the organization.
- All forms must be submitted 8-10 weeks in advance of an event to allow for review by Ganong Bros., Ltd.
- Due to the large number of requests, Ganong Bros., Ltd. is unable to guarantee a response to all donation requests. If approved, you will be contacted and depending on the type of event more information may be requested.

ORGANIZATION INFORMATION

Name of your organization _____

Organization Website _____

Summarize the focus of your organization
(i.e. cause, shelter, school, healthcare) _____

Shipping Address
(P.O. Boxes cannot be accepted) _____

Contact Person(s) _____

Title or Relationship to Organization _____

Phone Number(s) _____

Contact Email Address(s) _____

Non-Profit I.D. # _____

EVENT INFORMATION

What is the date of your event? (mm/dd/yyyy) _____

What type of event will you be hosting?
(silent or live auction, raffle, etc.) _____

What kind of attendance do you anticipate for your event? _____

What is it you are requesting?
(sponsorship \$-value, donation of product, etc.) _____

What specific area will these proceeds benefit? _____

What type of advertising are you planning to promote this event? _____

Certification / Registration #
(if applicable) _____

Deadline for submission _____

Additional Comments _____

Send completed form to:
 Email: donations@ganong.com OR
 Mail / Fax: Ganong Bros., Ltd. | One Chocolate Drive | St. Stephen N.B. | Canada | E3L 2X5 | 506-465-5620 (fax)

For Ganong Bros., Ltd Use Only
 Delivered:
 Date Received:
 Donation:
 Status:
 Authorized By:

