



Donation Request Form

Our store is a neighborhood gathering place that reflects its unique community. We care about our community and embrace our responsibility to be active participants in our local neighborhoods.

At Elgin fresh market we strive to support local nonprofit organizations and causes.

If you would like to submit a request for a food donation, community event, presentation or sponsorship, please submit this application to the Customer Service Desk, or print online and bring into any location. No letters, e-mails, or phone calls will be accepted.

Recipients will be notified as soon as possible. Incomplete forms will not be considered. We'd like to thank you in advance for using this form to help us process the large volume of donation request that we receive. The best of luck to you in your work! Thanks for shopping at Elgin Fresh Market.

Although we would like to support every worthwhile cause, due to volume of applications, it is not possible for Elgin Fresh Market to fulfill every request.

We evaluate applications based upon the following guidelines:

- 1. Request by phone are not accepted.**
- 2. The recipient must be a 501c3 non profit organization. A copy of the 501c3 letter from the IRS must accompany the application in order for your request to be considered. This letter comes from The Treasury Department and is different from a state tax-exempt form.**
- 3. The application must be received at 60 days before the pickup date in order to be considered for any product donation. Applications are reviewed on a first-come, first-serve basis. Because the Donations Budget is limited, early submission of your application is recommended.**
- 4. We do not donate to individuals, sponsorships for athletic teams, aid for foreign countries, individuals seeking pledge, multiple requests for the same organization or organizations and /or causes outside of the Elgin area. Past support of an organization or an event is not a guarantee of future support.**

Please DO NOT turn in a donation request to multiple stores for consideration.



Donation Request Form

Today's Date: _____

Name of Organization: _____

Contact Person: _____

Email: _____ Cell Phone: _____

Not for Profit Status Number:

Number: _____

Address: _____ Phone: _____

Website: _____ Fax # : _____

Date Donation Needed: _____ Time: _____

Which location is your organization closest to? ☐ 822 Summit ☐ 306 S. Mclean

Please describe your organization: _____

Has your organization received a donation in the past from Elgin Fresh Market? ☐ Yes ☐ No

If yes, when? _____

What is your donation request? _____

How would a donation from Elgin Fresh market be used? _____

For office use only

Date Donation request received: _____

Date organization contacted: _____

Donation Response: _____

Notes: _____