



charitable contribution request

Thank you for your inquiry regarding the a charitable donation from Cupcakes-A-Go-Go, LLC.

As Cupcakes-A-Go-Go, LLC receives many daily requests for donations and due to its limited resources/budget, we regret that we are unable to accommodate every request submitted. Requests are approved on a first-come, first-served basis.

To request a donation, please adhere to the following guidelines:

- Cupcakes-A-Go-Go, LLC does not make cash donations, as its policy is to primarily donate product samples or gift certificates.
- A Contribution Request Form must be completed for a donation to be considered.
- Please allow at least 30 days prior to your event when submitting a contribution form.
- Please send the Contribution Request Form via our online form or mail to the address below.
- Verbal requests and walk-ins will not be considered.
- Please do not call to check on the status of the request.
- You will be sent a written notice via email regarding the status of your request within 14 days of your request..
- If your request is approved, an acknowledgment letter to the above address referencing the product received would be greatly appreciated. Also, please specify if a benefit/service with fair-market value (if any) is provided to Cupcakes-A-Go-Go for its donation.

Laura DeVries & Wade Stewart, Owners

phone: 608.219.6980 / 608-217-9571 | email: orders@cupcakes-a-gogo.com | www.cupcakes-a-gogo.com

www.facebook.com/cupcakesagomadison | twitter.com/cupcakes_a_gogo



charitable contribution request form

about your organization

Organization Name: _____

Address (Street & Mailing): _____

Phone: _____ Fax: _____

Email Address: _____ Website: _____

Tax ID # _____

Name & Title of Contact Person: _____

Address (if different from above): _____

Phone: _____ Fax: _____ Email: _____

Is the organization?

A 501(c) 3 organization (non-profit)? Yes No (if no, Cupcakes-A-Go-Go cannot consider request)

A local chapter of a national charity? Yes No

A customer of Cupcakes-A-Go-Go? Yes No

Your organization's activities focus on:

Youth athletics & development

Healthcare & human service programs

Education

Job development

Housing

Performing arts & cultural activities

Environmental & preservation programs

Programs for at-risk youth or low to moderate income individuals or families

Other: _____

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please tell us about the requested donation

Name and brief description of the program or project for which you are requesting funding and how the community will benefit from it: _____

Age group served (youth, seniors, etc.) _____

Amount of annual budget: \$ _____

% of \$ received going towards fundraising & administrative costs: _____

Type of request (donated item/gift certificate): _____

Value of request (if donated item/gift certificate):\$ _____

Will Cupcakes-A-Go-Go be recognized for this donation and if so, how? _____

Email address to send Cupcakes-A-Go-Go logo for publicity use: _____

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key information:

Name and date of event/program: _____

Date by which funds/donated item needs to be received: _____

Signature of applicant: _____ Date: _____

Your application will not be considered without the following items:

- Copy of 501(c) 3 classification from IRS
- Projected budget for program or project, showing sources of funding & expenses

Please send request to: Email: donationrequest@cupcakes-a-gogo.com

Regular mail to: Cupcakes-A-Go-Go, LLC
Attn: Donation Request
618 Military Ridge Drive
Verona, WI 53593

For Cupcakes-A-Go-Go use:

Date Received: _____ Date Approved/Declined: _____

Amount or Item Approved: _____ By: _____

Date Approval Processed or Decline Letter Sent: _____

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