



Donation Form

Date of Request: _____ Event Date: _____ Pick Up Date _____

Organization: _____

Is the organization 501c3 non-profit YES or NO

Address: _____

Person Requesting Donation _____

Phone: _____ Email _____

Description of Event:

Number of attendees of the event: _____

How will Hillcrest Foods, Inc. be acknowledged for this event?

Requesting: _____

Please mail/email/drop off your request, 501c3 letter & relevant paperwork to MaryBeth Fitscher, Marketing Coordinator at Hillcrest Foods, Inc. 217 Edie Road, Saratoga Springs, NY 12866 - mfitscher@hillcrestfoodsne.com. If you have any questions, please contact MaryBeth Fitscher at mfitscher@hillcrestfoodsne.com or call 800-287-6586 ext.215.

For Internal Use Only

Request approved by: _____ Date: _____

Items numbers donated: _____

Order #: _____ Invoice # _____

Notes: _____

DATE COMPLETED: _____



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At Hillcrest Foods, Inc. we strive to support local nonprofit organizations and causes. The most common way is by donating food to special events.

Hillcrest Foods, Inc. supports organizations which fall in the following categories:

Please read these guidelines:

1. The recipient must be a 501c3 nonprofit organization. A copy of the 5013c letter from the IRS must accompany the application. This letter comes from the Treasury Dept. & **is different from a state tax-exempt form.**
2. The application must be **received at least 14 days before the event date** & the "pick-up" date in order to be considered.
3. We do not donate money for the purchase of ads in journals or program books.

Requests by phone are not accepted. If an application is not available, a formal letter describing the request on the organization's letterhead is acceptable. Please attach any relevant literature.

Although we would like to support every worthwhile cause, due to the volume of the applications, it is not possible for Hillcrest Foods to fulfill every request and cannot respond to each request we receive. Each approved organization is restricted to one donation per year.