

Sponsorship/Donation Request Application

Organization / Association Name		Name of Contact Person	
Contact Person Telephone		Contact Person Email	
Website		Fax	
Event Date		City	
Postal Code	Type of event (Auction / Raffle / Reception / Dinner, etc)		
Short description of event: Expected attendance / location / etc - Please attach supporting documents			
Please describe what type of donation you are seeking, and how it would be used: (gift certificate / cheese platter / etc)			
Is a tax deductible receipt available?	Will you be able to provide an acknowledgement letter and photo of your event?		
Should les amis du FROMAGE choose to sponsor your organization, please list the types of exposure we may receive			
<input type="checkbox"/> Event program listing or logo <input type="checkbox"/> Verbal mention <input type="checkbox"/> Other (Attach supporting documents)		Media - Please list	
Will there be a sponsor to provide bread or crackers? If yes, please list them		Will there be a sponsor to provide wine? If yes, please list them	
Will there be any other cheese sponsors at your event? If so, please list them			
Will there be any other food sponsors at your event? If yes, please list them			

Date	Signature
------	-----------

For Internal Use Only

Type and size of donation	Donation will be picked up (Date & time)
Photo and letter provided	Approval

Please note: We will not review any requests for donations made by phone or in person

Charitable Donation Policy

Thank you for contacting les amis du FROMAGE in regards to your charity request.

Les amis du FROMAGE has been a large supporter to a variety of Vancouver charities over many years, donating well over 10% of profits annually. We receive well over one thousand requests per year from various organizations seeking support. While we appreciate that every cause is worthwhile, we cannot offer support for all of the requests we receive. At times, we must decline participation in a great program or event because we have already committed our budget. In most cases we are able to offer you a 10% discount on purchases under \$100, and a 20% discount on purchases over \$100, along with our expertise in helping you choose affordable cheeses for your event. We do not provide monetary donations.

To help us make a decision regarding your charitable event, you must fill out the attached **donation request application**. We can then review your information and make a decision. To insure that we can make the most of our charitable donations, we offer the following guidelines for those who are seeking donations and support from les amis du FROMAGE.

WE ARE MOST LIKELY TO SUPPORT CHARITIES THAT ARE:

- Aimed at supporting food and cooking
- Aimed at supporting feeding less fortunate people
- Within the Vancouver lower mainland

WE ARE MOST LIKELY TO NOT SUPPORT CHARITIES THAT ARE:

- Fundraising for individuals or for profit businesses
- Short notice
- Outside of the Vancouver lower mainland
- From a non-registered charity
- Political organizations
- Organizations that discriminate

Unfortunately we are also unable to support athletic organizations such as sports teams due to the sheer number of requests that we receive and we believe it would be unfair to support one and not the other

HOW TO SUBMIT A DONATION REQUEST

- All Applications must be submitted on the provided application form. Incomplete forms will not be considered.
- **We will not accept any applications made in person or over the telephone**
- All requests must be submitted at least 8 weeks prior to the event date
- Please provide proof of charitable status
- Due to the high volume of requests, we cannot respond to all of them
- Please complete and mail or fax all requests to:

Charitable Donation c/o Allison Spurrell
les amis du FROMAGE
1752 West 2nd Avenue
Vancouver, BC V6J 1H6
Fax (604) 736-0460

Decision Process

- We meet monthly to review all requests
- Incomplete forms will not be considered
- Organizations are limited to one donation per calendar year.
- We ask that telephone calls regarding status not be made due to the volume of calls we receive

We wish to thank you for taking the time to read our guidelines and using our forms. Due to the high volume of requests we receive, it helps us to process them more efficiently and fairly.

Sincerely,
Allison Spurrell