



# Kara's Cupcakes

## donation request form 2010

We appreciate your interest in requesting our artisan product for your upcoming event. Donating and giving back to the community are core values of Kara's Cupcakes. While we carefully consider all donation requests, it is not possible for us to commit to all requests we receive.

In order to make the greatest positive impact on our community, we have developed objective criteria for donation requests. To us, the most important causes enable our product to directly feed hungry people in the Bay Area. With that goal in mind, nearly ninety percent of the over 125,000 cupcakes we donated in 2009 were to charities that attempt to eliminate hunger right here in San Francisco.

Kara's Cupcakes tends to book up six or more months out for charitable events. If your event is an annual concern, we would be more likely to consider it for 2011, as we are fully committed for 2010 for all but the most compelling causes.

**please follow these steps to submit your request:**

- complete request form below
- submit request 30 days prior to event
- fax request to **415 563 2252**
- allow 2 to 4 weeks to review all requests

Thanks again for your request. We will review it and if we are able to be of assistance to you we will respond as soon as possible. Unfortunately, if you do not hear from us, it is because we were unable to participate. On behalf of our entire staff we wish you success with your event.

**please complete the following information**

name	date of request
phone number	email address
name of event	date of event
requested donation (gift card or number of cupcakes)	
tax id (required)	
approved <input type="checkbox"/> not approved <input type="checkbox"/>	
approved by	approval signature
amount approved, or	number of cupcakes donated
gift card tracking number	

**internal use** file in back office under Donation Request in progress