**PLEASE** READ INSTRUCTIONS ON OTHER PAGE BEFORE FILLING OUT FORM. Thanks!

NAME OF GROUP / ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PURPOSE / TYPE OF ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT PERSON: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS / LOCATION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER/S: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE SUBMITTED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

start and end date (if applicable) for REQUESTED DONATION :

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DAY OF THE WEEK FOR RECURRING DONATION (ex: every Friday, 1st and 3rd Sat, etc**. NO SINGLE EVENT REQUESTS WILL BE ACCEPTED!**)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUBMITTED / ENDORSED BY A WORKER?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESIRED PRODUCTS (check all that apply) :

Vegan Products

Pastries

Pizza and Focaccia

Nuts OK?

Sweet Bread Items

Savoury Bread Items

DONT FORGET TO ATTACH A LETTER OR INFO SHEET ABOUT YOUR ORGANIZATION, AND IF APPLICABLE, YOUR TAX ID NUMBER. WE CAN’T PROCESS YOUR REQUEST WITHOUT IT!

OTHER IMPORTANT INFORMATION OR INSTRUCTIONS TO CONSIDER?

Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rejected By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Donation Qualifications and Instructions for Organizations**

 (new policy as of 5/24/11)

One of Arizmendi Valencia’s missions is to do what we can to support and strengthen our local community. To further this goal, we maintain a donation program whereby San Francisco based non-profits and community organizations (with preference to organizations in the Mission District) can request ongoing donations of day old bread, pastries, pizzas and other products. We will only donate to groups who want to schedule a regular, ongoing pick-up with us because making donations to one-time events has proven to be very unpredictable and difficult to manage. Please do not submit any requests for one time donations. We look forward to connecting with you organization and providing tasty treats for your ongoing events that enliven our community!

* 1. Requesting party must be a San Francisco based non-profit, or community-based organization .
	2. As of now, we will only be accepting requests for **RECURRING** donations**. No one-time donation requests will be honored** (Please note that this is a big change from our previous policy). If you would like to pick up every Tuesday night or every 1st and 3rd Sunday, for example, we can fill those kinds of continuing requests.
	3. Donation request forms must be completed and turned in to our bakery (located at 1268 Valencia Street) along with a donation request letter on your organizations official letterhead (if you don’t have official letterhead for your group, just write the letter on regular paper). Please include your tax ID number if you are a non-profit, Your request will not be honored if the request form or letter are missing from your application.
	4. Please indicate whether you would like to pick up your donations the day they are boxed (between 7:30 and 8:00 PM on the date you are requesting) or the morning after they are boxed (please indicate an approximate pick-up time during our business hours on the form) so that we can be sure to have them ready for you when you arrive!
	5. Please wait **two weeks** after submitting your request before you contact the bakery to inquire about the status of your donation request. Once you have submitted all of your donation request materials, the coordinator will get back to you within 7 days to confirm your ongoing donation pick up. We have a lot of requests to process and will get back to you as soon as we can! If you have any additional questions that haven’t been addressed here, please call Arizmendi Valencia directly (415-826-9218) and leave a voicemail for the donations coordinator and they will get back to you as soon as possible. Once you have submitted all of your donation request materials, the coordinator will get back to you within 7 days to confirm.