



# Donation Request Form

As a locally owned, family-run business, we care about the community, and we are happy to consider your donation request. Since we receive hundreds of requests each month, we have created this form for the purpose of streamlining the process. While we do have a generous budget, please understand that it is difficult to fulfill every request due to the large number we receive. Here is how we decide:

**Priority is assigned based on the following factors:**

- 1) **Merit:** To what extent does the request benefit the community?
- 2) **Proximity:** Does the donation help the communities where our customers live?
- 3) **Our Customers:** Does the person(s) and/or organization regularly shop at Gerrity's?
- 4) **Fair Share:** Have we already made a recent donation to your cause or organization?

**In order to be considered:**

This form must be **completed in its entirety. Incomplete forms will not be considered.**

A written request on your organization's letterhead must be attached.

Requests must be submitted **at least two weeks** in advance.

**Person(s) Making the Request:**

**\*A VALID FRESH GROCER REWARDS CARD IS REQUIRED FOR YOUR REQUEST TO BE CONSIDERED**

Name: \_\_\_\_\_ Fresh Grocer #: \_\_\_\_\_  
 Name: \_\_\_\_\_ Fresh Grocer #: \_\_\_\_\_  
 Name: \_\_\_\_\_ Fresh Grocer #: \_\_\_\_\_  
 Name: \_\_\_\_\_ Fresh Grocer #: \_\_\_\_\_

Your Fresh Grocer Account Number will be whatever number you use when you check out at our store. It will either be your 10-digit phone number or an 11-digit loyalty ID starting with a 41. Your loyalty ID can always be found at the top of your receipt.

**Organization Making the Request:** \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Tax ID: \_\_\_\_\_ (if applicable)  
 \_\_\_\_\_ Fresh Grocer #: \_\_\_\_\_ (if applicable)  
 \_\_\_\_\_

*If no organization, please list the address where the donation should be sent.*

**Cause / Fundraising Event:** \_\_\_\_\_

**Who benefits from the donation:** \_\_\_\_\_

**Additional Information:** \_\_\_\_\_

**How to submit:**

- 1) Email: kim.castellano@gerritys.com
- 2) Drop Off: Bring your request to the service desk at any Gerrity's location
- 3) Mail: Gerrity's Donations, 950 North South Rd., Scranton, PA 18504