



116 Birdsall St. Norwich, NY 13815
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www.atouchofmoore.com

Donation Request Form

Due to the large volume of requests for donations, we have set up the following form for people or groups to request donations of any kind (gift cards, merchandise, etc.). As a small business, we are unable to fulfill all requests submitted but they all will be considered. As a guideline, we have established the following requirements which must be met in order for consideration.

- The group, organization, or event must be located in Chenango County.
- We welcome requests from any group or organization; however, preference will be given to 501(c) organizations.
- All requests must be made at least one month prior to the event. Any request submitted closer to the event will be considered but may be declined.
- Applicants are permitted to request donations once per 12 month period. Multiple donation requests will be considered but may be declined.
- All donations must be picked up at A Touch of Moore, 116 Birdsall Street, Norwich, NY 13815, between 11 a.m. and 5:30 p.m. so that appropriate manager can be informed and handle the donation.
- We reserve the right to deny any donation request, and a successful donation request one year does not guarantee the same success the following year.
- If you do not hear back from us in 15 days we will not be able to meet your request, but appreciate your interest in A Touch of Moore.

Name (first & last): _____

Today's Date: _____

Email: _____

Phone: _____

Your Group: _____

Beneficiary: _____

Event Date: _____

Event Details: _____

501(c)(3)?: _____

Donation Info: Raffle item? _____ Auction item? _____ Door Prize? _____ Other? _____

Donation Preference: Gift Card _____ Gift Basket _____