



# Sea Mart Quality Foods

## Donation Request Form

### PHILOSOPHY

Hames Corporation has a long standing tradition of supporting various non-profit groups and organizations, dating back to 1949. Donations are typically in the form of cash or gift certificates redeemable for merchandise. We believe in our fair City and in particular, it's young people and their organizations. However our support goes far beyond this area. The highest priority will be given where funds have the greatest impact to the most recipients.

### PROCESS

Requests are reviewed and determined each Friday. A minimum 48 hour notice is requested. A one week notice is preferred to allow enough time to adequately review your request. This form must be completed in order for your request to be processed. If you wish to attach a letter or any additional information to this form please do so. Determinations regarding your request will be available on Monday by calling the company's main office at 747-3663 between the hours of 8AM and 4PM. Due to the many requests we receive and our desire to give to as many as possible, we ask that you limit your requests to one each year. Should you have any questions please feel free to leave a message at 747-3663 and someone will call you back.

Today's Date: \_\_\_\_\_

Donation Due Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Address : \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Taxable Status:  Non-Profit  
 Government Agency  
 Other \_\_\_\_\_

Donation Request:  Gift Certificate  
 Cash

Has this organization previously requested donations? \_\_\_\_\_ How Much? \_\_\_\_\_

Please explain how the donation will be used:

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

Will Sea Mart be recognized? If so how? \_\_\_\_\_

For Office Use Only:

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved

Denied

Comments / Special Instructions:

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