



Crème Cupcake + Dessert Donation Request Guidelines and Form

Crème Cupcake + Dessert is strongly committed to giving back to our community by donating to events and causes that are important to our customers, company and employees.

The following Donation Guidelines have been developed as a way to create more consistency to organizations seeking our support.

Crème Cupcake + Dessert requires submission of this form and your organization’s cover letter 6 WEEKS prior to your event date to be considered. You must bring a donation letter at time of pick up if your donation request is approved.

Crème Cupcake + Dessert:

- only donates to organizations or events that are registered 501c3s and are within a 15 mile radius of our bakery.
- only donates food donations and giftcards at this time.
- does not consider donation requests for employee recognitions or company parties, pageants or fashion shows, family reunions, political organizations or lobbying groups, travel expenses for educational or extracurricular activity trips or professional development seminars and conferences.
- can only donate to an organization once in 12-month period.
- cannot donate “yesterday’s fresh” baked goods because these donations have already been committed to the Central Iowa Shelter and Services.

Submission of this application does not guarantee a donation.

Your Name _____ Organization _____

Name _____

Phone Number _____ Email _____

Address _____

Date of Submission _____ Event _____

Date _____

Projected Attendance (# of People) _____ Donation you are seeking: _____

Describe the event if no cover letter is attached: _____

Has Crème Cupcake+ Dessert donated to your event in the past? _____ If YES, when? _____

Last Date of Company or Personal Purchase from Crème Cupcake + Dessert _____

In what way can Crème Cupcake + Desert be promoted at your event?

Other information which you feel we should consider:

You will be contacted by Crème Cupcake + Dessert if your donation request has been approved within 3 weeks of your submission. A follow-up to your request is not necessary. Please acknowledge that you have read and understand the Donations Guidelines outlined above, and that your organization meets our guidelines as stated, by signing below.

Signature Date