



Garden of Eve

ORGANIC FARM & MARKET

4558 Sound Ave, Riverhead NY 11901 • Mail: PO Box 216, Aquebogue NY 11931
tel: (631) 722-8777 Farmer@GardenOfEveFarm.com GardenOfEveFarm.com

Donation Request Form

As a member of Long Island's North Fork community, Garden of Eve Organic Farm is committed to supporting a variety of charitable community initiatives. Unfortunately, because of the number of requests that we receive, not all requests can be accommodated. Our support comes in a variety of ways: merchandise discounts, product donations and gift certificate donations.

- **To be eligible for a donation, your organization must be non-profit and able to provide a Tax Exempt ID number.**
- If you wish for Garden of Eve to consider a contribution to your charitable initiative please complete the information below at **least 2 weeks prior to date you need a response.**
- If you have questions regarding a donation, please call 722-8777 or email farmer@gardenofevefarm.com.
- If your contribution is approved, we MUST receive a letter acknowledging the dollar value of the donation to your organization in a timely manner, otherwise we will be unable to contribute to you again.
- We do not mind you following up by phone or email to find out if the application has been approved and if/when you may pick up the donation.

Today's Date: _____ Organization: _____

Tax ID #: _____

Where can we find out more information about your organization? (website, attached flyer) _____

Response Contact Information: Name: _____

Affiliation with Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone where we can contact you (if there are questions): _____

Event/Activity Information: Please briefly describe: _____

Event Date: _____ Event Location with Address: _____

Donation Information:

What are you requesting from **Garden of Eve**? _____ Can someone pick up donation? _____

Is delivery needed (we deliver only in rare circumstances)? _____ Date, approx time of pick-up/delivery _____

Customer Information: Is this organization a customer of **Garden of Eve**? _____

Are you or other members customers of **Garden of Eve**? (please list) _____

Please Return to: Garden of Eve, PO Box 216, Aquebogue NY 11931; Or drop off at our farm market between 10am-6pm, at 4558 Sound Ave, Riverhead NY 11901, or fax to 631-727-6745, or email to farmer@gardenofevefarm.com

For Office Use Only: Approved _____ Declined _____ Reasons _____ Date _____

Thank You/Tax Deduction Letter Received (Date): _____