



## DONATION REQUEST FORM

*Giving back to our community is very important to us as a neighborhood grocer. We understand there are countless organizations deserving of support and we feel we can make the biggest impact when we focus our contributions to a couple themes. We primarily support schools and non-profit (501 c3) and arts organizations within San Francisco, in order to better our immediate neighbors.*

*Donation requests, along with any pertinent letters or materials, must be submitted via email or in person at least five weeks in advance of the date the donation is needed. We typically will respond within two weeks. Please email Janet Tarlov at [janet@canyonmarket.com](mailto:janet@canyonmarket.com) if you haven't heard back from us after that.*

### Personal information

Today's date 1/27/2018

Name Deb Tjoa

Phone 415-786-3618 Email pta-auction@LakeshoreElementary.org

### Organization information

Organization name Lakeshore Elementary PTA

Address 220 Middlefield Dr.

Website <http://lakeshoreelementary.org/auction/> Federal Tax ID 94-3042896

Who your organization serves ~500 K-5 public school students

### Donation information

Event name & date Spring Auction

Deadline for us to respond to your request 3/2/2018

Desired date of donation pick-up Any time!

Description of donation requested (ex. gift card) \$50 gift card or whatever is feasible

Donation will be used for:

☒ Auction ☐ Raffle ☐ Refreshments ☐ Other \_\_\_\_\_

Recognition for donation (ex. featuring our logo on your event banner)

Online catalog, Facebook, program, bulletin board, flyers, put out promotional materials

**THANK YOU FOR YOUR REQUEST!**

OFFICE USE ONLY				
Date Rec'd	Past Recipient?	Approved / Declined?	Date Replied	Who Replied