



# Great Harvest Bread Co. Donation Request Form

Herndon & Vienna, VA

*At Great Harvest we believe in giving generously to others.  
We welcome all opportunities to help our community and appreciate your interest.*

## OUR DONATION GUIDELINES

- We donate to non-profit organizations that are based in our community.
- We donate our products - bread, sweets, gift baskets and gift cards - for community events.
- We only consider donation requests submitted on this form.
- We require at least two weeks' notice for any donation request.
- Donation requests are filled on a first-come, first-serve basis. Due to the volume of requests, it is likely we can support your event if you make your request early.
- We are unable to fulfill donation requests during the week of Valentine's Day, St. Patrick's Day, Easter, Thanksgiving and Christmas.

## YOUR REQUEST INFORMATION

Organization Name \_\_\_\_\_  
 Organization Tax Identification Number (if applicable) \_\_\_\_\_  
 Name of Event \_\_\_\_\_  
 Date & Time of Event \_\_\_\_\_ Number in Attendance \_\_\_\_\_  
 Location of Event \_\_\_\_\_  
 Point of Contact (Name) \_\_\_\_\_  
 E-Mail (Required) \_\_\_\_\_ Phone \_\_\_\_\_

## TYPE OF DONATION REQUESTED (mark one)

Refreshments (Bread/Sweets)  Door Prize (Bread/Sweets)  Race Wheel  Gift Card  
 Auction Item (Gift Basket)  Other: (\_\_\_\_\_)

## PURPOSE OF EVENT (and how it will benefit our community)

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to one of our Great Harvest locations below or email to [info@darngoodbread.com](mailto:info@darngoodbread.com).

**Herndon**  
 785 Station St.  
 Herndon, VA 20170  
 (703) 471-4031

**Vienna**  
 136 Church St. NW  
 Vienna, VA 22180  
 (703) 938-0921

## GREAT HARVEST RESPONSE (internal use only)

Approved (circle one): YES / NO

Email Response Sent (date & time) \_\_\_\_\_

Items Donated \_\_\_\_\_

Pick-up Date & Time \_\_\_\_\_ Pick-up Location (circle one): Herndon / Vienna

Retail Value of Donation \_\_\_\_\_