

## DONATION REQUEST INFORMATION

Thank you for thinking of The Vermont Teddy Bear Company® or its sister companies: The PajamaGram Co and Calyx & Corolla as a worthy champion of your cause. Every Bear Crew member cares deeply about the community and supports our mission to “*Make the world a better place, one Bear at a time.*”

**Please take a moment to review the guidelines to the program.**

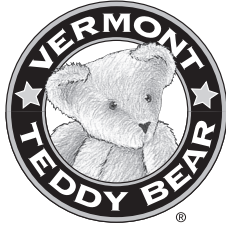
We try to give out as many products as possible to non-profit organizations. Please understand that even following our donation guidelines to the letter does not guarantee you will receive a bear. All donation requests are processed at the end of each month. Unfortunately, we are not able to contact every organization about donation declines due to the hundreds of requests we get each month.

### Donation Request Guidelines

Donations are an important aspect of The Vermont Teddy Bear Company’s community involvement. We appreciate your compliance with the guidelines below.

1. All donation requests must be received at **LEAST ONE MONTH** prior to the requested ship/pick up date. ***There are no exceptions.***
2. We have the right to determine the product that you will receive. We try to accommodate your needs, but realize we do have limitations.
3. The Vermont Teddy Bear Company and its sister companies donate one time per calendar year to an organization.
4. If the organization is located in Chittenden County, Vermont, we ask that you pick up your donation at our factory in Shelburne, Vermont.
5. **Your tax-exempt certificate number (501c3) is required for our records for each request submitted.**
6. We only ship to physical addresses, not P.O. Boxes.

Thank you for taking the time to review our Donation guidelines.



## DONATION REQUEST FORM

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

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

Federal Tax Exempt #: \_\_\_\_\_  
(required)

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

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Date donation item is needed: \_\_\_\_\_  
(a one month advanced notice is required for all donation requests)

Information about Event and how the proceeds will be used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of people attending: \_\_\_\_\_

What product would you like donated to your event, if possible: \_\_\_\_\_

Please print and fully complete the form. Mail or fax to:

The Vermont Teddy Bear Company

Attention: Donations

6655 Shelburne Road, Shelburne, VT 05482

Fax: 802-985-1323 Attention: Donations