

## Donation Request Guidelines for Non-Profits

The mission of Vermont Teddy Bear® is to make the world a better place, one Bear at a time—so we thank you for thinking of us as a worthy champion of your cause!

We donate to **Vermont nonprofits** and those located in communities where Vermont Teddy Bear employees live. Please read the donation request guidelines below:

**Donation requests** are reviewed and processed at the end of the month, and must

- Be limited to one request per company, per year.
- Be received at least one month prior to ship/pick-up date.
- Be for specific products only; we do not donate cash or gift cards or monetary sponsorships.
- Include an IRS (c)(3) tax-exempt certificate confirming nonprofit location.

We receive hundreds of requests each month so we thank you for understanding that we can only respond only to those that we've approved. Please **do not call** to check on the status of your request.

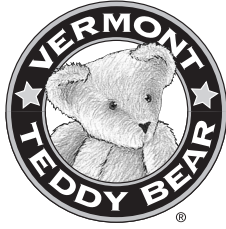
For **Approved requests**, we

- Will respond and deliver the product(s) two to three weeks prior to the event.
- Ask that you pick up your donation at our factory in Shelburne, VT if your nonprofit is located in Chittenden County.
- Try our best to donate the product(s) specified, but may have to find alternatives based on availability.

If your organization doesn't fit this description, we may still offer a 25% discount on our products.

Giving, sharing and caring are proud features of the Vermont Teddy Bear culture. Thank you for the important work you're doing to improve our communities and help those in need—we'll do our best to help your cause.

Again, thank you for thinking of us!



## DONATION REQUEST FORM

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

Vermont Nonprofit 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 to:  
The Vermont Teddy Bear Company  
Attention: Donations  
6655 Shelburne Road, Shelburne, VT 05482