

MURRAY'S CHEESE 2011 DONATION REQUEST FORM

Murray's Cheese takes pride in the community where we have conducted business since 1940, and we welcome the opportunity to support local initiatives. We strive to provide services that help to make an impact on your organizations' mission.

Murray's Cheese donates to the community in several capacities, including:

- A staffed cheese table at charitable and community events
- A certificate for two seats in The Murray's Cheese Course
- A certificate for a catered breakfast or lunch from Made by Murray's Catering Department
- A gift basket from Murray's by Mail
- A cave tour in our cheese caves on Bleecker Street

We base decisions on how our company identifies with your cause, if your organization is non-profit or charitable in nature, and if your organization contributes to the health, educational or cultural vitality of the community. Our decisions are also based on what our donation capacity is the given time.

To request a donation, please complete this form **at least** 30 days prior to your event. If you are requesting a staffed cheese table, please allow for at least 60 days notice. We prefer to receive forms electronically, but you may also mail them. Contact information can be found at the bottom of the form.

ORGANIZATION:

EVENT DATE:

TODAY'S DATE:

YOUR NAME:

TITLE:

PHONE:

EMAIL:

ABOUT YOUR ORGANIZATION

1. Is your organization a registered 501(c)3? Please submit a copy of the tax-exempt certificate. YES NO
2. Has your organization received a donation from Murray's Cheese in the past? YES NO
3. What is your organization's mission? Please submit mission statement.
4. Organization's Mailing Address and Web Site:

ABOUT THE DONATION

1. The name and type of event or promotion at which the donation will be used:
2. The event's goal:
3. The event's audience:
3. What will the donation be used for? Auction/Raffle Item Prize Item Refreshments Table Other:
4. What is your first choice for a donation from Murray's Cheese:
5. If requesting refreshments, how many people do you wish to serve with the Murray's contribution?
6. How will your donors be recognized (Before/at/after the event in print, online, etc)
7. In what ways at or after the event can Murray's connect to your audience?
 Be present at the event Gift bag contribution Email

HOW TO SUBMIT YOUR REQUEST

Our preferred method of receiving this form and any attachments is email. Make sure to include a copy of the tax-exempt certificate if you are a 501(c)3, your organization's mission, and anything else about your organization or event that will aid us in our decision. Forms must be received at least 30 days in advance of your event to be considered. We will confirm receipt within one week, or you may follow up after that time by calling 212-243-3289 x38.

Submit to: Attention Beth Griffenhagen

EMAIL: beth@murrayscheese.com (preferred)

FAX: 212-243-5001 or **MAIL:** 254 Bleecker Street, New York, NY 10014

FOR MURRAY'S USE ONLY	Date received	Approved or Declined?	Date of Reply	Decision Made By
TOTAL COGS				