

# *Duck Pond*

## Request for Charitable Donation

Duck Pond is committed to supporting those organizations which seek to benefit the surrounding community. We have allocated a fixed amount of wine and accommodation packages to be donated to causes that closely align with our charitable giving values. Please review the following guidelines carefully. If your organization meets our criteria for charitable giving, we invite you to submit an application using the following form.

In the event that we are unable to grant your request, or if your organization does not meet our guidelines for charitable giving, we invite you to review our special pricing on wine and tour packages for 501(c)3 organizations.

### **Guidelines for charitable giving:**

- Duck Pond is only able to donate to 501(c)3 organizations.
- Preference will be given to those organizations which closely align with our mission for charitable giving.
- Duck Pond is unable to grant charitable giving requests benefiting churches or schools.
- Requests for door prizes for company parties, class reunions and other types of events will not be granted.
- We will only consider donating auction items for live auctions; we cannot donate to silent auctions.
- Duck Pond will not deliver donated items. Recipients must either pick up their donation at the winery or pay shipping costs to an agreed-upon location.
- We cannot change dates or extend expiration deadlines for tour certificates.

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### **Duck Pond's Mission for Charitable Giving**

**Duck Pond seeks to support those causes which effect positive change, specifically organizations committed to promoting wetlands conservation, animal welfare, and education and services for women in need. Although Duck Pond donates to a wide range of charitable organizations, preference will be given to those organizations most closely aligned with our mission for charitable giving.**

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**To request a donation, please fill out this two-page form and return to:  
Duck Pond Charitable Giving Coordinator, P.O. Box 429, Dundee, OR 97115  
You may also fax your completed form to 503.538.3190**

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Date of application:

Name of Organization:

501(c)3 nonprofit number:

Contact person for this donation– name, address, email, phone:

Description of Event, including name of group or organization it is benefiting:

Date of Event:

Name of Event:

Location of Event:

What type of donation are you requesting? (wine, VIP tour certificate, venue use, etc.)

In the event we are unable to grant a full donation, we may be able to offer our products and services. Do you have any funds available for covering such expenses?

Deadline for a commitment to donate (*Please note: It may take up to 21 days for us to respond to your request from the date we receive this form*):

If we choose to donate, who will pick up your donation from us, and when?

What promotional opportunities are you offering in return for our contribution? (Program space, website presence, signage etc.)

Will you require a description of the donated item(s) to use in your promotion materials? If so, how many words?

Will you require our logo? If so, what size and file type?

Will you require any other supporting graphics, photos, or printed materials? If so, please describe your needs.

Please address the ways in which you feel the benefiting organization supports Duck Pond's charitable giving mission (listed on first page):