



## **Product Donation Program Guidelines & Submission Form**

### **Overview**

Veritable Vegetable welcomes product donation requests from organizations, institutions, and businesses that are positively impacting sustainable food systems, youth and education, and the arts. We consider our community partners a valuable part of the Veritable Vegetable network and we take pride in their achievements. In reviewing proposals, we align ourselves with organizations that share our values and we encourage all donation applicants to thoroughly review our website to become familiar with our mission, values, and philosophy.

If your work fits within our guidelines, we welcome your proposal. Veritable Vegetable prefers to provide product donations in lieu of cash donations to organizations because we believe our organic produce delivers more value to our community partners. We look forward to supporting your organization and to building what we hope will be a lasting relationship with you.

### **Community Involvement**

We look for innovative organizations and projects that strive to produce long-lasting results, and that are committed to building a strong base of community support. To do this, we donate products for events, programs, or projects that:

- Engage individuals interested in supporting sustainable food systems, youth and education, and the arts;
- Build public involvement and support for issues regarding sustainable food systems, youth and education and the arts;
- Impact the bigger picture;
- Accomplish specific goals and objectives; and
- Are based in the greater San Francisco metropolitan area (although national programs are considered, too)

We are not able to donate products to political campaigns or private individuals.

### **Process**

1. Review Production Donation Guidelines above.
2. Email or print and complete Production Donation Request Form (must be submitted on our form, attached).
1. The request form should be submitted at least three weeks prior to your event. Please allow at least ten days for a response. Requests made with less than two weeks for processing may not get reviewed.
2. We understand you need to plan for your event/project and we will always provide a response to all requests.
3. If approved, we ask that you acknowledge the donation's value on your organization's letterhead following completion of the event/program.

**We look forward to supporting your organization.**



**Product Donation Request Form**

1. Today's Date: \_\_\_\_\_
2. Has a VV employee referred this request or been involved with your organization as a contributor, volunteer, or director? \_\_\_\_\_yes \_\_\_\_\_no If yes, provide employee name: \_\_\_\_\_
3. Organization name: \_\_\_\_\_
4. Organization address : \_\_\_\_\_  
\_\_\_\_\_
5. Website URL: \_\_\_\_\_
6. How long has organization been established? \_\_\_\_\_ years \_\_\_\_\_ months
7. 501(c)3? \_\_\_\_\_yes \_\_\_\_\_no (please provide proof with request form)
8. Federal Tax ID Number : \_\_\_\_\_ (for our tax purposes)
9. Please provide an overview of the goals/mission for the organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Key organizer/contact and a brief comment about their experience with projects of this nature:  
Name \_\_\_\_\_ Title \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_  
Experience \_\_\_\_\_
11. Provide overview of project (including goals and objectives): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Location of event/program: \_\_\_\_\_
13. Date and time product is needed: \_\_\_\_\_
14. Product donation requested (type of item, quantity, etc.) *please be specific*  
Type of item: \_\_\_\_\_ Qty (# boxes, #bunches, #lbs, etc.): \_\_\_\_\_  
Type of item: \_\_\_\_\_ Qty (# boxes, #bunches, #lbs, etc.): \_\_\_\_\_  
Type of item: \_\_\_\_\_ Qty (# boxes, #bunches, #lbs, etc.): \_\_\_\_\_  
Type of item: \_\_\_\_\_ Qty (# boxes, #bunches, #lbs, etc.): \_\_\_\_\_

\*\*If you need more room, please attach a full list to your Request form. Please be as specific as possible.

15. Number and type of participants: \_\_\_\_\_

16. Other sponsors secured or approached:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

17. Please specify the type, quantity and length of exposure project would generate: \_\_\_\_\_  
\_\_\_\_\_

18. How will VV be recognized as a sponsor/donor to your organization/event? (For example, our logo included in print/promotional materials or online link to our website. We will gladly provide logos and company images, or company "donated by" signage if you let us know ahead of time.)

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

19. Any additional comments or notes you'd like to share:

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

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**Submit form and any accompanying documentation to:**

Veritable Vegetable  
Attn: Product Donation Request  
1100 Cesar Chavez Street, San Francisco, CA 94124

Or save this form using the "Save As" choice and rename the document with your organization's name as the file name. Then email as an attachment to [nmason@veritablevegetable.com](mailto:nmason@veritablevegetable.com)

Or fax to: 415-641-3505, Attn: Product Donation Request

**For Veritable Vegetable Use Only**

Date Request Received \_\_\_\_\_ Status \_\_\_ approved \_\_\_ rejected \_\_\_ on hold

Response Provided On: \_\_\_\_\_

Authorized By \_\_\_\_\_ Delivery Date \_\_\_\_\_

Donation Provided \_\_\_\_\_

Notes \_\_\_\_\_