

Process for Vermont Nonprofits to Request Donations

Thank you for thinking of Vermont Teddy Bear® and its sister companies - PajamaGram®, PajamaJeans® and Vermont Brownie Company® - as worthy champions of your cause. It's our company mission to "make the world a better place, one Bear at a time"; and we'll do everything we can to help.

Good to Know

- Donation requests are processed at the end of each month.
- As we receive hundreds of requests each month, **we respond only to those approved**. If you have been approved, you will receive your product two to three weeks prior to your event. **No calls please**.
- If your nonprofit is approved and located in Chittenden County, we ask that you pick up your donation at the Vermont Teddy Bear headquarters in Shelburne, Vermont.
- We also ask approved nonprofits with P.O. Box addresses to pick up their donations.
- If your organization is approved, we'll try our best to match the product requested. However, depending on availability, we may have to select an alternate.
- In an effort to help the local Vermont economy, we limit donations specifically to **nonprofits** in communities where Vermont Teddy Bear employees live.

Guidelines

Vermont Teddy Bear considers donations to be an extremely important part of our community involvement. In an effort to help you process your request, we've listed the request guidelines below. Please follow them carefully.

- Requests must be received **at least one month prior** to the requested ship/pick-up date.
- Requests must include an IRS 501 (C) (3) Tax Exempt certificate, proving that your organization is a Vermont nonprofit located in a community where an existing Vermont Teddy Bear employee lives.
- Requests must be for specific **products only**; we do not provide cash or monetary donations of any kind.
- In an effort to share the love with as many non-profits as possible, we ask that organizations limit their requests to one product per year.

Again, thank you for thinking of us! We're eager to help and promise to do our best, distributing as many donations throughout the year as possible.



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