

Rook Coffee

Donation Request Form Guidelines

We truly love giving back to our community! We work to give all local organizations the opportunity to receive a contribution. To be considered for a donation, please fill out our donations application and provide all pieces of required documentation.

- We can only give to tax-exempt, nonprofit organizations as defined by IRS Code 501(c)3.
- We only accept applications mailed to The Rook Coffee Donation Dept.
- We offer donations of gift certificates and products only. Sorry, no donations in the form of monetary contributions.
- Due to budgetary constraints, we can only approve a limited number of the many donation request applications received.
- To give all organizations the opportunity to receive a donation, we cannot approve more than one application per organization each year.
- We cannot offer donations to individuals, political or religious organizations for direct religious purposes.
- We cannot support organizations that discriminate on the basis of race, gender, religion or sexual orientation.
- Past support does not guarantee future support.

Please submit your applications by following the below required guidelines:

1. Complete the attached Rook Coffee Donation Request Application.
2. Include a copy of your organization's federally issued statement of your organization's 501(c)3 status.
3. On your organization's letterhead, please attach a description of your organization as well as a summary letting us know how the event/fundraiser/program will benefit our community.
4. You must submit the application and all required information at least **8 weeks** prior to the date the donation is needed.
5. Submit your application **by mail only:**

Rook Coffee Donation Dept.
10 N. 3rd Ave
Long Branch, NJ 07740

Please note, applications which do not meet all of the above requirements will be declined. Due to the high volume of requests received, we cannot respond to phone calls or emails regarding the status of your application. If we can help, we will reach out to your organization up to two weeks prior to your event.

Rook Coffee Donation Request Form

Carefully review the Donation Request Guidelines before submitting the following application.
Incomplete applications that do not include all required documents and information will be declined.

Organization Name: _____

9-Digit Federal Identification Number: _____

Address: _____

Phone: _____

Email: _____

Website URL: _____

Contact Person/Title: _____

Event Title: _____

Date of Event/Fundraiser/Program: _____

Type of Donation Being Requested: _____

Raffle Item Gift Card

Day/Time of Event: _____

Expected Attendance: _____

Event Location: _____

How are you publicizing your event? What exposure will Rook Coffee receive? How will the contribution of Rook Coffee be recognized?

At which Rook Coffee location(s) would you prefer to pick up your donation?
