



Cacao Sweets & Treats Donation Request Form

As a community based business, we are thrilled to support organizations within Grayslake as much as possible. In our desire to “give big”, we host quarterly charitable drives benefitting those in need in the local Lake County area. As a Grayslake based business, we give preference to our local community and organizations. We limit the number of monthly donations giving us the ability to focus on our big events. That being said, we certainly try to review all requests that we receive. We cannot guarantee donations.

Please take a moment to review our donation policy. We only honor requests that meet the following guidelines:

- We accept requests from non-profit organizations only and will not grant donations to for-profit organizations, individuals, or businesses. As part of the request form, you are asked to provide a non-profit tax ID number on your letter.
- Requests for donations are not accepted by phone.
- All donation requests must be submitted at least 30 days prior to the date they will be needed. This will allow us ample time to review the information and correspond as necessary.
- Past support of an organization or event is not a guarantee of future support.
- Requests from the following organizations may not be considered:
 - Political candidates or organizations
 - Third-party fundraisers
 - Private clubs funded through membership fees
 - Sporting events or sports teams
 - Individuals or sponsorship of individuals
- We support organizations that are inclusive and focus on those working in the areas of the arts, health and social advocacy, and environmental sustainability.
- To help us evaluate all requests fairly and consistently, we require that all solicitations for charitable gifts are submitted using the form below. We only consider applications that are filled out entirely.
- We request a letter of acknowledgment following the donation for our records.
- Donations must be picked up at a Cacao Sweets & Treats. Delivery or shipping is not available for charitable donations.



Cacao Sweets & Treats Donation Request Form

Organization, Business, or School Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email Address: _____

Tax letter is attached to this form: Yes or No

Please select the option that best applies to your request:

1. We would like Cacao to donate treats to our event.

- Day and time of event: _____
- Location of event: _____
- How many attendees are you expecting?: _____
- What day and time would you be able to pick-up the donation order?: _____
- Is Cacao the only bakery being asked for donations?: _____

2. We would like Cacao to donate a gift certificate, cake, or gift basket for an auction event.

- Day and time of event: _____
- Location of event: _____
- How many attendees are you expecting?: _____
- What day and time would you be able to pick-up the donation order?: _____
- We prefer to provide an edible item, such as a cake or cupcakes. Guest Count: _____
- What value of donation items is being requested?: _____

3. We would like to host a Grayslake school district or government event at Cacao for a discounted rate. Room rental details:

- Party Room rental (20 attendees) \$200 for 3.5 hours
- Entire Bakery rental (50 attendees) \$400 for 3.5 hours
- Weekdays only, all events must conclude by 8:30 p.m.
- Local business/government discount of 10% can be used for all treat purchases.
- Day and time of event: _____
- How many attendees are you expecting?: _____