



Donation Request Form

Thank you for reaching out to Sweet Melissa for a donation for your event/cause!

We are a proud supporter of several local non profit 501 C organizations, and we give back to the community too! As you can imagine, we get hundreds of donation requests, and as much as we would like to donate to every request; that is simply not possible to do while running a profitable business. So, we created a donation request form to fill out below so that we can review donation requests on a monthly basis.

Please note that preference for donations goes to *existing customers* first, and we ask for a minimum of 1 month's notice before your event.

For ease of use:

You can print this form off, fill out, and take a photo or scan it. Please EMAIL this to us @ melissa@sweetmelissade.com.

Or, print and fill out and drop it off at Sweet Melissa:
5407 Peterson Road Middletown, DE 19709.

We will typically give a response within two weeks of receiving this. Thank you!

Contact Info:

Preferred method of contact: (circle one) Phone / Text Message / Email

First name: _____

Last name : _____

Phone : _____

Email : _____

Non Profit Organization/ School/ Fundraiser:

Website: _____

Address: _____

Phone: _____

Federal Tax Exempt ID: _____

Event date (if applicable): _____

Location of event (if applicable): _____

Please provide additional info about the cause/event and how donation will be used:

Date donation will be needed by: _____

How many people will be attending event: _____

What product would you like donated from Sweet Melissa:

(please select from the available listed options)

Circle One:

Gift Certificate

Mini Cupcakes

Cupcakes