

# Cara & Company

## Salon - Springhill

*Making you feel naturally beautiful*

### GIVING BACK TO OUR COMMUNITY

Dear Guests and Friends,

Cara & Company Salon is committed to the community we serve and is pleased to contribute to worthy causes. It is an important part of our mission to give back to the many people and communities that have supported our growth and success. We receive many requests each month, and make a concerted effort to accommodate as many requests as possible. Due to the volume of requests we receive, we have set an annual budget and some guidelines to follow when submitting requests. Unfortunately, when our allotted budget is met, we will not be able to accept anymore donation requests until the beginning of the next calendar year. Please note, if you do not meet all of these requirements your request will not be considered. Cara & Company Salon is committed to helping local charities & non-profit organizations. Due to stringent requirements for financial reporting, the Cara & Company Donation Request Form must be completed in its entirety and your group/event must meet ALL stated criteria to be eligible for any donation.

#### **Donation Guidelines:**

- Your request must include your tax id#.
- Must be received from a current client of Cara & Company Salon.
- Your request must include an official flyer, posting, or mailing of the event.
- The event must be for a non-profit event within a 20 mile radius of Mobile, AL.
- The request must be received 4 - 6 weeks in advance of the event and can be submitted via our mail or in person.
- The request must be submitted on Cara & Company's Donation Request Form. (no other request will be considered).
- All requests approved will be gift cards or products of our choosing, and are not redeemable for cash.
- Must agree to provide program/acknowledgement/marketing material after event to demonstrate evidence of donation at or for the event.
- Once Cara & Company grants your organization's request for a donation, the organization must provide a donation receipt before vouchers will be delivered.

#### **Who is not eligible:**

- Funds for individuals
- Political parties or candidates
- Purely social organizations

- Beauty pageant participants
- Team sponsorships or fundraiser competitions

Due to the high number of submissions unfortunately we are unable to respond to each donation request. If your donation request is approved, you will be contacted to arrange for pickup. The contact person listed on the 'Donation Request Form' is responsible for contacting Cara & Company within 5 business days of the event to inform us of the name of the person that received the donated items.

This Donation Request Form helps us evaluate requests more efficiently. Due to the multiple requests that we receive on a daily basis for donations, we have limited our donations that support causes that are important to our regular guests.

**\*\*The entire form must be completed in order to be considered\*\***

**A RECEIPT OF DONATION MUST BE PRESENTED AT THE TIME THE DONATION IS PICKED UP.**

Organization:	Todays Date	
Website:	Tax Exempt #:	
Contact Person:	Phone & Email:	
Address:		
Event information:		
Date of Event:	Name of Event:	
Location of Event & brief Description:		
Is this the first time for this event? If not, how many have been held?		
Number of participants expected?		
How will the donation be used (silent auction, raffle, door prize, etc...)?		