



## **Process for North Carolina nonprofits to request donations**

Thank you for thinking of Motts Channel Seafood as worthy champions of your cause.

### **Good to know**

- Donation requests are processed at the end of each month.
- As we receive dozens of request each month, we respond only to those approved.
- If your nonprofit is approved, we ask that you pick up your donation at Motts Channel Seafood located in Wrightsville Beach, North Carolina.
- In an effort to help the local North Carolina economy, we limit donations specifically to nonprofits and communities where Motts Channel Seafood employees live.

### **Guidelines**

Motts Channel Seafood considers donations to be an extremely important part of our community involvement. In an effort to help you process your request, we have listed the request guidelines below. Please follow them carefully.

- Requests must be received at least one month prior to the pick up date.
- Requests must include an IRS 501 (C) (3) Tax Exempt certificate, proving that your organization is a North Carolina nonprofit located in a community where an existing Motts Channel Seafood employee lives. Request must be for specific products only, as we do not provide cash or monetary donations of any kind.
- In an effort to share the love with as many nonprofits as possible, we ask that organizations limit their requests to one donation request per year.

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



**Donation Request Form**

Contact Name: \_\_\_\_\_

Organization 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:

\_\_\_\_\_

What in-kind marketing (i.e. logo placement, advertisement, etc. will be initiated as a result of our donation?

\_\_\_\_\_

**DONATION REQUEST FORM**

Please print and fully complete the form.

Attention: Donations

Motts Channel Seafood

120 Short Street

Wrightsville Beach, NC 28480