



Thank you for your interest in a Melly M donation!

We, at Melly M, feel very strongly about contributing to the charitable efforts of our customers and their communities. We always believe that one should “give more than you receive,” and we look forward to giving to your charity.

We make it our goal to respond to each and every request. Because we receive such a large number of donation requests, your patience is greatly appreciated and we will respond to you within 2 weeks of submission.

Below you will find our guidelines and procedures for submitting a request.

- 1. All requests must be for Melly M product- no monetary donations will be granted.**
- 2. Products donated may not be sold for profit and must be used by the organization to fulfill its charitable mission.**
- 3. Applicants must support a 501 (c) (3) charity, education institution, a non-profit organization or charitable cause.**
- 4. Any use of the Melly M TM name, logo, and any trademarks that implies the support or sponsorship of an event must be approved by Melly M TM.**
- 5. All donation requests must be submitted on company/organization letterhead and must include the donation form (attached).**
- 6. After the event commences, please send a 501 (c) (3) tax receipt in letter form acknowledging our donation. And, send us a picture of the event!!**
- 7. All donations must be submitted 6 weeks prior to an event.**
- 8. Please email, fax or mail your donation requests to:**

**Mail: Melly M
125 N. Congress Ave. #12
Delray Beach, FL 33445**

Fax: 561-265-3229

Email: sales@mellym.com

Thank you again for your interest in Melly M. We look forward to helping your community!

(signature)



ORGANIZATION INFORMATION:

NAME:

ORGANIZATION TYPE:

ADDRESS:

TEL: _____ **FAX:** _____ **EMAIL:** _____

EVENT INFORMATION:

DATE: _____ **LOCATION:** _____

DESCRIPTION OF EVENT:

ITEM TO BE USED FOR (SILENT AUCTION, RAFFLE, DOOR PRIZE, ETC):

CONTACT & SHIPPING INFORMATION:

NAME:

ADDRESS :

TEL: _____ **EMAIL:** _____

SIGNATURE:

OFFICE USE ONLY

ITEM DONATED: _____ **VALUE:** _____

SUBMITTED & APPROVED BY: _____ **DATE:** _____

UPS TRACKING: _____ **501 (c) (3) RECEIVED:** _____

