



Donation Request Form

Smok'n Pig, Mama June's, and Ole Times Country Buffet welcomes your requests for donations, and tries to accommodate as many requests as time and resources allow. We only accept requests via our *Donation Request Form*. You can help us in this process by being thoughtful in your request, so that it may be processed as quickly and as accurately as possible. Please pay special attention to the following:

Organization Name and Tax ID Number. We need to know who you are, and that you are a real organization that can be verified. We also need your Tax ID number for our own tax purposes.

Responsible Party's Contact Information. We need to know who to contact if there are questions or concerns, and who will be responsible for handling the donation. If we can't reasonably contact someone who knows something about your donation request, your request will be denied.

Donation Request Information. Please be as specific and thorough as possible in this section. It is a lot quicker and easier to process requests if we know exactly what is being requested. We also want to know specifics about what the donation will be used for. The more information we have, the better we are able to determine the merits of your request. You may attach a more detailed description of the nature of your request and your organization to the Donation Request Form if needed. If we have to guess as to what you are looking for, or we can't find out what it will be used for, your request may be denied.

Donation Deadlines. Please be considerate when sending a donation request and give us adequate time to process it. Last minute requests are likely to be denied if we do not have adequate time to review them. **We need at least 2-3 weeks, preferably a month or more to process requests.** The less time you give us, the more likely it is that your request will be denied. This is especially true in our busier seasons.

Promotional Materials and Acknowledgements. We always welcome acknowledgments, website links, and being included in your promotional or event materials. If you are going to mention us, please let us know on the donation form. We will gladly get you contact and website information, logos and company images, or company "donated by" signage if you let us know ahead of time.

Being an independently owned and operated family business, we understand the importance of helping our community and its worthy organizations. We look forward to hearing from you.

Donation Request Form

Requesting Donation From *please check one:* Smok'n Pig Mama June's Ole Times Country Buffet

Contact Information

Name of Organization: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Federal Tax ID#: _____ Authorized Contact: _____

Phone Number: _____ Email: _____

Alternate Contact: _____

Donation Request Information

What kind of donation are you looking for, and what will it be used for? Please be as specific as possible (specific items you need, merchandise, restaurant gift cards, items for auction, etc.)

What is your donation deadline? _____

Is this donation for an event? _____

If yes, please let us know some specifics

Event Name and Description:

Event Location: _____ Event Date: _____

IMPORTANT INFORMATION REGARDING DONATION REQUESTS:

1. Due to the overwhelming number of requests each year, all submissions will be reviewed; however, every request cannot be approved.
2. If your request is approved, we will contact you per your contact information with instructions for receiving your donation.
3. If your request is denied, a letter will be sent.
4. Expect processing time of between 3-4 weeks upon receiving your request.

Return form to:

O'Neal Restaurants, Inc.
Attn: Donation Requests
819 Tillman St., Hahira, GA 31632
Phone (229) 794-1339; Fax (229) 794-1334
Email: contactus@onealrestaurants.com