

# {SALON DISEGNO}

WWW.SALONDISEGNO.COM

LAWRENCEVILLE – 770-962-3060

DACULA – 770-962-3020

## GIVING BACK TO OUR COMMUNITY

Dear Guests and Friends,

Salon Disegno is committed to the community we serve and is pleased to contribute 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. Salon Disegno is committed to helping local charities & non-profit organizations. Due to stringent requirements for financial reporting, the Salon Disegno 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 Salon Disegno.
- 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 Lawrenceville, Ga. or Dacula, Ga.
- The request must be received 4 - 6 weeks in advance of the event and can be submitted via our website, mail, or in person.
- The request must be submitted on Salon Disegno'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 Salon Disegno 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

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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 Salon Disegno 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 RECIEPT 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...)?		
How will funds raised through donation be applied?		

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