



PACIFIC NORTHWEST
REGION

Dear Donation seekers:

We ask that you look over the following criteria before submitting your request.

1. Requests by phone are not accepted.
2. Location –There are three Portland Metro stores. Please submit your request to the store located closest to you. Downtown Portland NW (Pearl), 1210 NW Couch St., please contact Sandra Hemsworth at sandra.hemsworth@wholefoods.com. For SE Portland Laurelhurst Store at 2825 East Burnside please contact Amber Hersey at amber.hersey@wholefoods.com. For NE Portland Fremont Store at 3535 NE 15th please contact Mea Burgess at mea.burgess@wholefoods.com. Tigard/Bridgeport location please contact Megan Hornbeak, megan.hornbeak@wholefoods.com.
3. The recipient must be a 501c3 nonprofit organization. A copy of the 501c3 letter from the IRS **must** accompany the application. This letter comes from the Treasury Dept. and is different from a state tax-exempt form.
4. The application must be received at least 4 to 6 weeks before the event date and or the 'pick up' date in order to be considered. All applications are reviewed on a first come-first serve basis.
5. Because the Donations Budget is limited, early submission of your application is recommended.

Due to the volume of requests we receive, I am not able to respond to all requests.

Whole Foods Market has specific guidelines for the organizations we are able to support through donations. In addition to being a 501c3, you must fall into one of the categories:

- Environmental Preservation and Conservation
- Preventative Health Care
- Hunger Relief
- Organic Farming/Sustainable Food Resources
- Animal Compassion
- Education on any of the above

Because Whole Foods Market believes in being an active community member, requests from other civic and charitable groups will be considered if the organization is in the immediate vicinity of a store location, meets our core values, and funding is available.

We do not donate foods to individuals, individuals seeking pledges, multiple requests from the same organization or organizations and/or causes. Each approved organization is restricted to one donation per year from any and all Whole Foods Market. Past support of an organization or an event is not a guarantee of future support.



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Although we would like to support every worthwhile cause, due to the volume of applications, it is not possible for Whole Foods Market to fulfill every request. Thank you for your interest in our philanthropic efforts!

WHOLE FOODS MARKET PORTLAND (PEARL) DONATION REQUEST FORM

Your complete application must be received at least 4 to 6 weeks in advance of your event date and 'pick up' date in order to be considered.

Please read all guidelines on the reverse side of this application before submission.

Today's Date: _____ Event Date: _____ Pick up Date: _____

Organization: _____ *501C3 # _____

*See donation guidelines

Address: _____

Contact: _____ Title: _____

Phone: _____ Alternate Phone: _____

Email: _____ Fax: _____

Description of Event:

How many people will be attending this event?

How will Whole Foods Market be acknowledged for this event?

Have you requested a donation in the past year from any Whole Foods Market Pacific Northwest stores? (date)

Requesting (check one): _____ Food _____ Gift Card _____ Gift Basket

*Catered food and prepared foods cannot be donated.



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Describe your request:

You may email, mail, or drop off your request, 501c3 letter and relevant paperwork.
Email to sandra.hemsworth@wholefoods.com, drop off at our Guest Service desk or fax 503.525.2021