



Donation Request Form

Travertine Spa Inc. gladly supports Religious, Charitable and Educational non-profit organizations. We also participate in numerous entertainment marketing projects. All organizations seeking swag, funding or in-kind donations must adhere to the following policy guidelines. All requests must be made in writing. **Travertine products may not be combined with other products to create gift baskets or combined offerings.** Please provide a written response answering each of the numbered items below. Incomplete applications will not be reviewed.

We recommend that you address items 1-13 below briefly in an email or a single sheet of paper.

1. Organization name, address, phone number, web address, contact person.
2. Please specify what you are seeking and value. Gift basket? Individual product?
3. Organizations with recognized 501c(3) or 501c(4) IRS tax-exempt status at the time of gift request will receive first priority. Provide Certification.
4. Non-profit requests must for a religious, educational or charitable purpose. Non-profit organizations must include what percentage of annual budget is allocated to administrative costs.
5. Please distinguish between number of VIP gifts and general attendee gifts, if any. Please note qualifications for VIP.
6. List sponsorship levels (Silver, Gold) donation requirements and benefits.
7. Please specify if request will be used for a specific purpose (i.e. bunk beds for orphanage, auction for which proceeds will go directly to victims of natural disaster), general fund . . .
8. Date, time and location of event.
9. An invitation for 2 Travertine Spa representatives to event (VIP access).
10. Will any attribution be provided? "Travertine Spa Inc., (www.TravertineSpa.com)" included in event journal, program or other signage? Travertine Logo on program and step and repeat?
11. List of press agencies attending event. Confirmed not anticipated.
12. List of celebrities attending event. Confirmed not anticipated.
13. Please include a signed statement that Travertine products will not be combined with other products in a non-Travertine gift basket or packaged offering. For example in a silent offering, the Travertine product is bid on as a single offering.
14. Requests must be received at least 45 days prior to event.
15. All requests are considered at the discretion of Travertine Spa, Inc.

Please send all requests and supporting documentation to:

**Travertine Spa, Inc.
Attn: Charitable Giving
123 E. City Place Drive
Santa Ana, CA 90742**

or vial email at

**concierge@travertinespa.com
subject: charitable request**