DONATION POLICY

The Mandarin Restaurant is proud to be partnered with several organizations supporting children, health and welfare, diversity, and education and arts. The Mandarin holds a long tradition of support in our community in which it operates.

If you would like The Mandarin to consider donating to your organization, please submit a completed Donation Request Form and a letter stating the purpose of the request on the Organizations Letterhead.

Direct telephone calls are not necessary and may delay the process.

Completed Donation Request Forms along with the Statement of Purpose must be submitted a minimum of four weeks prior to the event date.

The donations committee meets each month to review all completed requests, and letters of acceptance/denial are sent out no later than the 15th of the following month.

Due to the overwhelming volume of requests that we receive, we regret that we are unable to fulfill them all.

Thank you,

The Donation Committee

DONATION REQUEST FORM

Completion of the form does NOT guarantee that The Mandarin Restaurant will fulfill the request. This request form must be submitted a minimum of four weeks prior to the event date.

Date Submitting Form: _____ Event Date: _____

Name of Organization: _____

Contact Name: _____ Phone: _____

Email: _____

Are you able to pick up the donation? (preferable) [ ] YES [ ] NO

Delivery Address: _____

Street: _____

City: _____ State: _____ Zip:_____

1. This Organization is a (please select one):

[ ] EDUCATIONAL   [ ] ARTS/CULTURE   [ ] CHARITABLE   [ ] INSTITUTIONAL (SCHOOL)

2. Purpose of Donation:

3. Event Description:

4. Is this event a fundraiser? [ ] YES [ ] NO

5. Have you received a donation from us in the past? [ ] YES [ ] NO

If so, what year was the donation issued: _____

Please return the completed Donation Request Form and letter stating the purpose of the request on the Organizations letterhead. Forward these completed documents to info@mandarinutah.com with 'Donation Request Form' in the subject line or you may also mail directly to The Mandarin to the address below.