



Process for North Carolina nonprofits to request donations

Thank you for thinking of Port City Escape as worthy champions of your cause.

Good to Know

- Donation requests are processed at the end of each month.
- As we receive dozens of requests each month, we respond only to those approved.
- If your nonprofit is approved, we ask that you pick up your donation at Port City Escape located in Wilmington, North Carolina.
- In an effort to help the local North Carolina economy, we limit donations specifically to nonprofits and communities where Port City Escape employees live.

Guidelines

Port City Escape considers donations to be an extremely important part of our community involvement. In an effort to help you process your request, we have listed the request guidelines below. Please follow them carefully.

- Requests must be received at least one month prior to the pick up date.
- Requests must include an IRS 501 (C) (3) Tax Exempt certificate, proving that your organization is a North Carolina nonprofit located in a community where an existing Port City Escape employee lives. Request must be for specific products or services only, as we do not provide cash or monetary donations of any kind.
- In an effort to share the love with as many nonprofits as possible, we ask that organizations limit their requests to one donation request per year.

Again, thank you for thinking of us! We are eager to help and promised to do our best, distributing as many donations throughout the year as possible.



Donation Request Form

Contact Name: _____

Organization Name: _____

Federal Tax Exempt #: _____ (required)

Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____

E-mail: _____

Date of Event: _____ Location of Event: _____

Date donation is needed: _____

(A one month advanced notice is required for all donation requests)

Information about event and how the proceeds will be used:

Approximate number of people attending event: _____

What product /service would you like donated to your event, if possible:

What in-kind marketing (i.e. logo placement, advertisement, etc. will be initiated as a result of our donation?

DONATION REQUEST FORM

Please print and fully complete the form.

Mail to: Port City Escape

Attention: Donations

813 South 16th Street

Wilmington, NC 28401