

## Donation Request Procedure

All community requests are reviewed and considered. Donation requests must be submitted on your organization's letterhead; received at least two weeks in advance of the "need by" date; and addressed to Jim McCaffrey III, President.

Please include:

- All pertinent information regarding the event or purpose of your request.
- What you are looking for **specifically** in the way of a donation.
- Contact name, phone number and address for donations (if it is to be mailed).

Then, do **ONE** of the following:

- Mail to 2200 Cabot Blvd. West #4, Langhorne, PA 19047.
- Email to [donationrequest@mccaffreys.com](mailto:donationrequest@mccaffreys.com)
- Fax to 215-752-0667 **OR**
- Hand deliver to *your* McCaffrey's Market

We will contact you if your request is approved. Thank you!