**S.M.I.L.E LONDON & ESSEX**

52 North Street

Romford

RM1 1BH

T: 07415141437 **Charity No: 1177989**

E: Info@smilelondonessex.com

W: [www.smilelondonessex.com](http://www.smilelondonessex.com)

**DONATION AGREEMENT**

Thank you agreeing to support us with a group donation. Please complete and return this form so we can add you to our partnership database.

*By completing this form, you agree for S.M.I.L.E London & Essex to contact you with new appeals/ projects that may interest your organisation.*

**Organisation Name:**

**Main Contact Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Address: |  |
| Role: |  |  |  |
| Email:  |  | Tel No: |  |

**Please tick the relevant box for your chosen appeal**

|  |  |
| --- | --- |
| **APPEALS**  | **PLEASE INSERT ‘X’ BELOW** |
| SMILE @ PROM (PROM DRESSES/SHOES) |  |
| EASTER (EASTER EGGS) |  |
| CHRISTMAS APPEAL (Shoe boxes of new gifts) |  |
| TOOLS FOR SCHOOL (Uniform/ Education Supplies) |  |
| FOOD PANTRY COLLECTION |  |

**Please read and agree to the below terms for your chosen supported appeal.**

|  |  |  |
| --- | --- | --- |
| **APPEAL** | **TERMS** | **AGREEMENT (PLEASE INSERT ‘X’)** |
| SMILE @ PROM | All dresses need to be clean and without defects. |  |
| EASTER  | All chocolate eggs need to be in original wrapping and be in date.  |  |
| CHRISTMAS APPEAL | All shoe boxes are to be checked by staff before donating and do NOT include 2nd hand toys or out of date sweets. |  |
| TOOLS FOR SCHOOL  | All uniform must be clean and without defects. All logo items much be the current logo of the school if recently changed.  |  |
| FOOD PANTRY COLLECTION | Please ensure that all food donated is sealed and in date up to 1 month from collection date. |  |

***FOR EASTER AND CHRISTMAS APPEALS ONLY***

**To ensure that we can correctly plan our incoming donations please give us an estimate of how many items you aim to donate.**

|  |  |  |
| --- | --- | --- |
| **How Many Items (Eggs/Shoe boxes) you plan of donating?**  | **How many staff are involved in the donation?** | **Would you be able to arrange photos for social media of your group effort?** |
|  |  | **YES / NO**  |

As we are a small charity, we do ask all donations to be delivered to our HUB in Romford. However, in certain situations where the donations require a van, we may be able to arrange a collection. Please inform the team if you are NOT able to deliver your donation.

Once we have received your form one of the team will be in touch with the main contact named to confirm delivery/ collection and donation cut off dates.

**OFFICE USE ONLY**

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| --- |
| **PARTNERSHIP REGISTRATION NOTES:****CONTACT DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****DONATION ARRIVAL DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****NOTES:**  |