



Marjon Ceramics, Inc.
3434 W. Earll Drive, Suite 101
Phoenix, AZ 85017
Ph 602-272-6585 fax 602-272-1507
marjonpx@marjonceramics.com

Dear Valued Customer,

We are very excited about helping to benefit our community through ceramics. There are many requests for donations each year and, unfortunately, our budget is limited. Long ago, we made the decision to commit to the Empty Bowls charity as we felt this is where our resources can be best spent. It is imperative that the exposure we receive during these events is acknowledged by the community in order to justify the expenditures. The cost of all Empty Bowls clay donations is shared by Marjon Ceramics, Inc. and Laguna Clay Co. Our goal is to include your events in any social media outlets available; this way all organizations involved may be strengthened by positive public exposure.

In order for Marjon Ceramics, Inc. and Laguna Clay Co. to evaluate your donation request, please complete both the (1) Laguna Clay Company Donation Request form and the (2) Marjon Ceramics, Inc. Clay Donation Request form. Note that Laguna requires a minimum of 60 days to process donation requests. Completing this form in a timely manner will enable us to determine how we can support you in this endeavor. The information that you provide will also allow us to promote your event(s). We will notify you as soon as we've received determination from Laguna.

Please email donation request forms as well as any additionally requested documents to the following addresses.

Jayne@MarjonCeramics.com
Marketing@LagunaClay.com

Respectfully Yours,

Jayne Michael
Empty Bowls Coordinator
Marjon Ceramics, Inc.



Marjon Ceramics, Inc.
 3434 W. Earll Dr. Suite 101
 Phoenix, Az. 85017-5284
 Phone 602-272-6585 fax 602-272-1507
 marjonpx@marjonceramics.com

MARJON CERAMICS, INC. CLAY DONATION REQUEST FORM (EMPTY BOWLS)

Name and address of entity organizing the event:

Agency Name	
Person's Name	
Address	
City & zip code	
Phone & email	

	Please read and initial the following statements:
	I/We agree to prominently display Marjon Ceramics, Inc.'s and Laguna Clay Co's name and logo in all public relations stories, advertisements, event fliers, posters, emailings etc. and supply those documents to Marjon Ceramics, Inc and Laguna Clay Co for inclusion in print and electronic publication. ie: Laguna Clay Co on Face Book, Laguna Forum, Marjon website, Arizona School of Fired Arts postings.
	I/We grant Marjon Ceramics, Inc and Laguna Clay Co. permission to use all materials supplied by us for promotional purposes as they see fit.
	I/We will provide results from the charity detailing the amount of money donated within 2 weeks of the event.

Will there be any "throw-a-thon(s)" for the event(s)? yes no
 If yes, please provide location(s), date(s) and time(s) of the throw-a thon(s)
 Please attach additional page if needed.

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Location(s), date(s) and time(s) of sales event(s). Please attach additional page if needed.

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Estimated number of bowls to be produced: _____ Estimated amount of money to be raised: _____

Name(s) of Tax Exempt Charity(ies) that is/are the recipient(s) of this fundraiser:

Charity name	Contact name	Phone & email

- I/We have attached a current copy of the receiving charity's
- 501(c)(3) letter from the IRS
 - copy of the Exemption letter from State of Arizona- Department of Revenue or your Arizona Department of Revenue Transaction Privilege License
 - Arizona Form 5000 with an authorized signature

Signature _____ Date _____

Office Use only: order# _____ quantity _____ type of clay _____