



To Whom It May Concern:

Thank you for inquiring about a possible donation from Kayem Foods Inc. for your upcoming event. In recognizing the importance of community involvement and to insure that the contributions available are used for the intended purposes, certain standards have been established for the granting of donations.

Please be advised that contributions of products are made to bona fide charitable {501 (c) 3} and educational groups only (we will need written verification).

First you must completely fill out a [Donation Request Form](#). Adobe Reader® is required to view and print this form in PDF format. Please scroll down to the bottom of this page to download.

- Please submit request at least 1 month prior to the event and allow at least 2 weeks for your request to be processed.
- We will respond in writing, whatever the decision may be, to the address of the organization you provide us. Please do NOT call as this will delay the process.
- We are only able to donate to our own geographic community.
- Please provide some information about the group and the upcoming event (i.e. purpose, history, who will benefit from the event, etc.)
- Please be as specific as you can about what you are requesting (i.e. type of product, quantity, etc.)
- All donations must be picked up at Kayem Foods Inc. 75 Arlington St. Chelsea, MA
- We wish you and your organization much success with your event.

Once this form is filled out please mail is to the following address:

(Faxed copies and emails will not be accepted.)

Kayem Foods Inc.
75 Arlington Street
Chelsea, MA 02150
Attn: Donation Committee

Please keep in mind we receive an overwhelming number of donation requests and we try to accommodate as many as possible, but we do have a limit to the amount we can donate per month.

******DID YOU KNOW????******

Statistics show that when Hot Dogs are served at an event only 25% of the attendees will actually eat one!

Sincerely,
Donation Committee
Kayem Foods, Inc.



This FREE software may be downloaded directly from [Adobe](#).