



32050 Harper Ave.
St. Clair Shores, MI 48082
586-285-2225

Viviano Flower Shop Benefaction Request Form

Welcome to Viviano Flower Shop!

Please read the following comments carefully as we have prepared them to help give you a better idea of the types of charitable donations Viviano Flower Shop makes. We hope to spare some solicitors the effort of filling out a donation request form if their request is not likely to fit the parameters we have established for our charitable giving.

The Viviano family keenly understands the great and growing need in our community for financial support of worthy charitable organizations. The Viviano family considers charitable giving both a personal moral obligation and a professional courtesy. That is why Viviano Flower Shop has annually given donations of flowers and other product in excess of \$50,000.

However, as you can imagine, the demand for donations far exceeds our personal or professional ability to meet every request. We are, quite simply, not an endowed charitable foundation. We are a flower shop with obvious financial obligations to our staff and customers. Therefore, we have established parameters for our charitable donations.

These parameters include, but are not limited to, the following:

1. Approximately 90% of the donations we make are to organizations and causes that we have supported in past years. Some of these relationships extend over decades. Hence, it is difficult, though not impossible, for new organizations and causes to be granted a donation. We practice this strategy because we value the relationships we have developed over the years with various organizations, and we recognize that this consistency helps them in their financial planning.
2. Although we value and enjoy sports in our lives and those of our children, we do not make donations in support of athletic programs as we consider these to be less urgent than many other causes that seek our support.
3. We do not make donations to individuals, only organizations. Hence, we do not give to fundraisers for individual cancer funds, or hospital expenses, or the like. While we have deep sympathy from personal experience with serious illness and tragedy, we do not give to these causes as we are not in a position to easily verify their efficaciousness.
4. We do not in most cases donate floral decorations for charitable events. We prefer to make donations of flowers and products that will, in turn, be used to generate more donations as part of raffles, etc. We consider this a better use of our charitable resources as it allows our donation to make money for the cause.
5. We never decorate company Christmas parties or Employee Recognition parties or other such parties for free as we consider this a poor use of our limited charitable funds.
6. We rarely give to the same organization more than once in a calendar year as this allows us to accommodate a greater variety of organizations and events.

Please note that since our first priority is professionally serving our patrons and employees, we cannot always make a fast decision about your donation request. We will endeavor to consider it promptly, but the only thing we will promise is that we will consider it fairly. We hope you understand that the particular demands of our workplace do not necessarily correspond to the demands of your organization or event. You may need a faster answer than we can give. This is neither your fault nor ours. Please be mindful of this when making a request. We appreciate your courtesy.

Furthermore, since our staff is busy with their normal workload, and since we are not a charitable foundation, we have implemented the following policy: we will only notify you if we choose to make a donation to your organization. Customarily, we will call you with the news. We will **not** notify you if we choose not to make a donation. You are free to call us if you'd like to confirm the status of your donation request, but we will only initiate contact when we have approved your request. If more than four weeks has passed since filling out the form and you haven't heard back from us, you are probably safe in assuming that we will not be granting your request.

Lastly, please do not assume that a rejection of your request means that we do not value or esteem your organization and its charitable efforts. We have the highest regard for most of the organizations that we, nevertheless, find ourselves unable to support financially simply because we have limited resources. We face many difficult choices in this process, and our financial limitations are necessarily strict. We wish it could be otherwise!



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If, after reading all of the general guidelines explained above, you would like to continue with the donation request process then please sign your initials at the bottom of this page and fill out the attached form. Return both forms to any member of the sales or office departments.

Thank you very much for considering us!

Sincerely Wishing You God's Blessings on Your Charitable Endeavors,

The Viviano Family

I have read the above statements and understand that they are intended to promote mutual understanding and respectful relations between me, the organization for which I am soliciting, and Viviano Flower Shop.

Initials: _____

Date: _____



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*** For office use only ***

Application Date: _____

Organization: _____

Approved: _____ Disapproved: _____ Date: _____

Gift Donated: _____ Amount: _____

Authorization: _____

Previous Donations:

Date	Event	Donation	Amount

Order History:

Acct No.	Name	Date Opened	YTD	Lifetime

Section 1: Basic Information about you and the event

Application Date: _____

Your name: _____

Your address: _____

City/State/Zip: _____

Your phone: _____ Email: _____

Do you have an account with us? _____ Account #: _____



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Name of organization hosting the event: _____

Address: _____

Address Cont.: _____

City/State/Zip: _____

Phone: _____ Fax: _____ Email: _____

Event name/description: _____

Date/Time of Event: _____

Location of event: _____

Briefly describe the organization and event and its purpose: _____

Section 2: Type of Request

Merchandise

◆ Specific item(s) requested: _____

◆ How will item(s) be used? _____



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Advertisement

◆ Size of ad: _____ Cost of ad: _____

◆ Name of Publication: _____

◆ Mail payment and ad copy to: _____

◆ Address: _____

◆ City/State/Zip: _____

Cash Contribution

◆ Amount: _____ Date Required: _____

◆ How will it be used? _____

Michigan Sales Tax
EXEMPTION CERTIFICATE

Please inform us by checking in the space below that which is applicable on our sales or donations to you. Kindly have this form signed by a responsible member of your firm and returned to Viviano Flower Shop, Inc. You are advised that your claim is subject to review by the State of Michigan Department of Revenue.

Subject to Michigan Sales Tax

Exempt from Michigan Sales Tax for the following reason:

Purchases are for re-sale and will be reported on our effective Sales Tax License Number which is _____.

We will inform you by written claim (purchase order or otherwise) for "Industrial Processing" or "Resale". We are to be taxed where such written claim has not been given to you. This is in accordance with the fact that blanket exemption of "Industrial Processing" or "Resale" is not valid.

We are a charitable or non-profit institution and have been granted exemption from Sales Tax according to letter dated ___/___/___ and signed by _____ from the Michigan Department of Revenue.

Other Valid reasons for exemption - please specify:

*** PLEASE INCLUDE FEDERAL ID # _____ ***

In the event that this claim is at any time disallowed by the State of Michigan Department of Revenue, we promise to reimburse the seller for any tax, interest, and penalties that may be due.

Signature _____ Title _____

Company _____ Date _____

Address _____

City/State/Zip _____