

Donation Policy

Westfield San Francisco Centre receives many requests each year from worthy organizations throughout the area. Due to the volume of requests, we are unable to fulfill each of them. Charitable donation consideration is given to non-profit organizations within Westfield San Francisco Centre's trade area only. To request a donation, silent auction item, raffle item or gift cards, please follow these guidelines (no phone, fax or email requests please):

All requests must be submitted on your organization's official letterhead and must include the following information:

- Organization name, 501(c)(3) tax exempt number
- Copy of IRS Letter of Determination verifying the organization's tax exempt status
- Contact name, mailing address and phone number
- Brief statement of the organization's mission, goals, accomplishments, governance and geographical area served
- Description and amount of the request and how the donation will be used
- The purpose of the event, a time frame for the activities and a description of who will benefit from the donation

Please mail requests to:

Westfield San Francisco Centre
ATTN: Missy Heanue
865 Market Street, Box A
San Francisco, CA 94103

Should we choose to grant your donation request, we will contact you. Please allow 30 business days to process.

Occasionally, Westfield San Francisco Centre will have opportunities for non-profits to raise funds at the center through special promotions and events. We will keep your organization's name on file in the event an appropriate opportunity arises for your participation.

Thank you for your interest in Westfield San Francisco Centre. We wish you the best success in your fundraising efforts.