



## CHARITY CRUSADERS DONATION REQUEST GUIDELINES

Dear Friend:

Thank you for your interest in Stew Leonard's. Each week approximately 100,000 customers visit us from near and far. Hundreds of donations are requested each month and giving generously, has always been the Stew's way. Stew Leonard's supports many community groups and schools, so we try to give "a little bit to A LOT." We love to help our community and its worthy organizations.

**To request a donation for your organization, please adhere to the following guidelines:**

- All requests must be submitted in writing on the organization's letterhead no less than sixty (60) days prior to the date of your event. We are unable to consider requests received with less than sixty (60) days' notice.

Your letter must include the following:

- Mission of your organization
- Purpose and date of your event
- The nature of your request
- Contact information (responses are sent via mail)

- You must also include a copy of the organization's 501(c)(3) IRS letter of determination

Due to the high volume of requests we receive, all community fund requests are not handled over the phone or in person.

Our community fund committee meets on a monthly basis. All requests are reviewed and donations are allotted for the upcoming month.

**We are not able to give to...**

- Organizations without a 501(c)(3) status
- Individuals: However, we do give to agencies that help individuals
- Scholarships: Our support of colleges and universities is done through tuition assistance for our team members
- Professional development seminars and conferences
- Employee recognition events
- Political organizations or lobbying groups
- Pageants
- Travel expenses for educational or extracurricular events
- Requests for advertisement
- Sponsorships (our donations are in the form of Stew Leonard's food store gift cards)