

## METCALFE'S 2016 CHARITABLE GIVING GUIDELINES

Community giving at Metcalfe's Market is rooted in our belief that we are responsible for the welfare of the communities in which we live, work and play. We strive to give back to our communities in meaningful ways thus we are committed to giving donations and sponsorships to a wide variety of local charitable causes that best reflect the values of our company.

If your non-profit organization is seeking a donation, please review our giving guidelines below and submit an application to Metcalfe's Market in Madison. Each store keeps a donation budget and due to the hundreds of requests we receive, we regret that we are unable to grant every request; however, know that we will do our best to accommodate your request.

### METCALFE'S CHARITABLE GIVING GUIDELINES:

- All requests must be received thirty days prior to the desired pick-up date; no exception.
- Preference is given to local organizations and/or causes that reflect Metcalfe's values:
  - Neighborhood Enhancement
  - Environmental & Economic Sustainability
  - Hunger Reduction
  - Youth Development & Education
  - Healthy Living
  - Cultural Enrichment
- Metcalfe's does not donate to individuals, individuals seeking pledges, political groups or organizations and causes outside of our service areas.
- Metcalfe's will happily participate in both live and silent auctions; however, 100% of the revenue generated from the sale of the auction item(s) must go directly to the organization. Auctions must be held in a city that we service.
- Past support of an organization is not a guarantee of future support. Please do not rely on donations from year to year, as we like to help a wide variety of causes.  
**Donations are limited to one per calendar year per organization.**
- Metcalfe's only considers requests with completed application through mail, email and fax. **Please, no phone calls.**
- If an organization's **donation request is approved**, the organization must provide (following the event) a tax receipt and/or copies or photos of materials that acknowledge Metcalfe's donation.

**SUBMITTING YOUR REQUEST:** Please submit the attached donation request form, a copy of your 501 (c)(3) paperwork and any relevant literature about your organization, cause or event to:

**Jeff Schroeter**

Sales & Marketing

**address:** Metcalfe's Market

726 N. Midvale Blvd

Madison, WI 53705

**email:** Jeff.S@shopmetcalfes.com

**fax:** 608.236.2028

**Please allow 2-4 weeks for a response on all donation requests; no phone calls, please.**





CHARITABLE GIVING REQUEST FORM

TODAY'S DATE: \_\_\_\_\_ PICK-UP DATE: \_\_\_\_\_ EVENT DATE: \_\_\_\_\_

ORGANIZATION NAME: \_\_\_\_\_ 501(c)(3) #: \_\_\_\_\_

ORGANIZATION WEBSITE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ORGANIZATION MISSION STATEMENT: \_\_\_\_\_

\_\_\_\_\_

EVENT NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ CONTACT PHONE: \_\_\_\_\_

CONTACT EMAIL: \_\_\_\_\_

DESCRIPTION OF EVENT (Please include event location, expected attendance and beneficiary of proceeds):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHAT ARE YOU REQUESTING: \_\_\_ Donation: \_\_\_\_\_ Gift Card \_\_\_\_\_ Product \_\_\_\_\_ Monetary Donation  
\_\_\_ Sponsorship: \_\_\_\_\_ Amount

Specifics (amounts, etc.): \_\_\_\_\_

HOW WILL METCALFE'S BE ACKNOWLEDGED (Please include deadline(s) for marketing material): \_\_\_\_\_

\_\_\_\_\_

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**FOR METCALFE'S MARKET USE ONLY:**

Application received on \_\_\_\_\_ by \_\_\_\_\_  
Previous Donation? Y / N, when: \_\_\_\_\_  
Decision: Y / N \_\_\_\_\_  
Notified On: \_\_\_\_\_  
Photos Rec'd: \_\_\_\_\_ Tax Receipt Rec'd: \_\_\_\_\_  
Closed on: \_\_\_\_\_ by \_\_\_\_\_

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