

## METCALFE'S 2016 CHOOSE TO REUSE APPLICATION

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.

Metcalfe's has implemented the Choose to Reuse program. This program not only promotes the recycling effort, but also allows a \$.10 reduction per bag. The customer (or customers) may choose to donate all \$.10 to the charity or take the discount off their bill. If your organization would like to be considered, please review our Choose to Reuse guidelines and submit an application to Metcalfe's. Please understand that this program is extremely popular, and only limited organizations are selected annually per store.

Metcalfe's Market Choose to Reuse criteria:

- 1) Applications must be received and/or postmarked by **February 15** (2<sup>nd</sup> quarter consideration), **May 15** (3<sup>rd</sup> quarter consideration), or **August 15** (4<sup>th</sup> quarter consideration). Letters notifying organizations of selection will be mailed one month prior.
- 2) In order to be considered, local organizations must reflect the values of our company: neighborhood enhancement, youth development and education, environmental and economic sustainability, promotion of healthy eating, hunger reduction, or cultural enrichment. Metcalfe's does not donate to individuals, individuals seeking pledges, political groups or organizations and causes outside of our service areas.
- 3) Organizations must have 501(c)(3) status from the IRS, and provide proof of this status.
- 4) Selection for Choose to Reuse is limited.
- 5) In order to maximize our contribution to your cause, groups are expected to promote the event. This can be through your group's website, email newsletter or Facebook page. We will be happy to provide you with company logos and sample language as needed.
- 6) Organization must provide a letter of acknowledgement to Metcalfe's within 45 days of receiving donation.

Submitting Your Request: Please submit the attached application form, a formal letter of request, examples of how you would announce your selection to your supporters, a copy of your 501(c)(3) status and any relevant literature about your organization to: **Jeff Schroeter, Metcalfe's Market, 726 N Midvale Blvd, Madison, WI 53705, or Jeff.S@shopmetcalfes.com.**





**CHOOSE TO REUSE APPLICATION FORM**

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

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

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

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HOW WILL THIS DONATION BE USED: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

HOW WILL METCALFE'S BE ACKNOWLEDGED: \_\_\_\_\_

\_\_\_\_\_

HAVE YOU RECEIVED A DONATION FROM US IN THE PAST?    Yes    No    IF SO, WHEN? \_\_\_\_\_

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