



## **Community Outreach: Co-op Market Donation Policy**

At Co-op Market Grocery & Deli, we are proud to support our community in a variety of ways, including our donations program. We give priority to local organizations whose work aligns with ours: providing access to good, healthy food; supporting local agriculture and a thriving local economy; and creating a knowledgeable community informed about choices that impact personal wellness and the environment.

Our donations program includes three components:

- **General Donations** – Most donations will be provided in the form of Co-op Cash gift certificates, generally not to exceed \$25. Exceptions may be made on a case-by-case basis. Requests should be made at least 3 weeks in advance. Those made within one week of an event will not be considered.
- **Lend-a-Hand Program** – Six times per year, our customers have the opportunity to round up their shopping bill to the nearest dollar and donate the difference. Our Member-Owners choose the coming year's six Lend-a-Hand recipient organizations by ballot each December. Therefore, requests for the 2016 program should be made before **December 1, 2015**. Please include on your letterhead a **detailed statement** of your organization's goals and how the donations will be used to meet them.
- **Sponsorships** – When funds are available, we will consider larger donations to sponsor community partners and events. However, our ability to do this is very limited for the foreseeable future.

Please remember that we receive a large number of donation requests. Unfortunately, it is impossible to fill every one. Our decisions are based on the recipient group's consistency with Co-op Market's goals, the number of people who will benefit, and the funds available in our donations budget when a request is received.

We believe our donations will have the greatest impact when we support local nonprofit organizations working in our community.

Note: We do not donate to individuals, national charities, political candidates or organizations, organizations that advance a particular religious belief, or organizations that discriminate on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation, marital status, disability or status in any other protected group.

### **How to Request a Donation**

All requests must be received formally in writing on the organization's letterhead, attached to our Donation Request Form. This form must be filled out completely. Incomplete forms will be recycled.

Recipient organizations may receive one donation per year.

Please submit your request in person at the Customer Service Desk or email it to Kristin Summerlin, Marketing and Member Services Manager, at [ksummerlin@coopmarket.org](mailto:ksummerlin@coopmarket.org). We prefer to communicate by email; please don't call about your request. We will notify you **if your request is approved**.



## Co-op Market Grocery & Deli 2016 Donation Request Form

Co-op Market is proud to work with others in our community to enhance quality of life for our friends and neighbors. Please review our Donation Policy before submitting your request.

Organization Name Alaska Songbird Institute

Contact Name April Harding Scurr Date Nov. 28, 2015

Phone 907-888-2121 Email April.HardingScurr@aksongbird.org

Type of Organization:

- |  |  |
|--|--|
| <input type="checkbox"/> Agricultural    | <input checked="" type="checkbox"/> Educational            |
| <input type="checkbox"/> Environmental   | <input type="checkbox"/> Community                         |
| <input type="checkbox"/> Health-oriented | <input checked="" type="checkbox"/> Other: <u>research</u> |

Have you received any donations from Co-op Market within the last year?  YES  NO

Type of donation you are requesting:

- |   |  |
|---|--|
| <input type="checkbox"/> Gift Certificate | <input checked="" type="checkbox"/> Lend-a-Hand Register Round-up* |
| <input type="checkbox"/> Gift Basket      | <input type="checkbox"/> Sponsorship                               |
| <input type="checkbox"/> Food             |  |

*\*If you are submitting a Lend-a-Hand request, **please apply by 12/1/15**. Include a detailed statement on your letterhead of your organization's goals and how the donations will be used to meet them.*

How will Co-op Market's participation be recognized? On our website, facebook, annual newsletter and any other material that acknowledges our donors, sponsors, and members.

If your request is being made for an event, please provide the following information:

Event Name/Date \_\_\_\_\_

Description of Event \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Please send along with your request:

- Any additional materials (flyers, posters, brochures) that represent your organization or event.
- Proof of non-profit status (501C3), if applicable.

*Thank you for your interest in Co-op Market and for the valuable work you do for our community!*