

METCALFE'S 2011 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:

- o All requests must be received thirty days prior to the desired pick-up date; no exception.
- o 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
- o Metcalfe's does not donate to individuals, individuals seeking pledges, political groups or organizations and causes outside of our service areas.
- o 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.
- o 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.
- o Metcalfe's only considers requests with completed application through mail, email and fax. **Please, no phone calls.**
- o 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:

Lindsay Smith

Marketing Manager

address: Metcalfe's Market

726 N. Midvale Blvd

Madison, WI 53705

email: Lindsay.S@shopmetcalfes.com

fax: 608.236.2055

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): _____

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

Lindsay Smith
Marketing Manager
address: Metcalfe's Market
726 N. Midvale Blvd
Madison, WI 53705
email: Lindsay.S@shopmetcalfes.com
fax: 608.236.2055

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 _____

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

