



## Whole Foods Market Hingham - Donation Guidelines

At Whole Foods Market we strive to support local non-profit organizations and causes. The most common way is by donating foods, gift cards or gift baskets to special events.

Each store keeps a monthly Donations Budget.

*\*\*\* Due to the volume of applications we receive, we regret we cannot grant every request. \*\*\**

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**Please review all of the information below prior to completing the application (reverse side).**

**Applications must be completed within the following guidelines in order to be reviewed. Incomplete applications will not be reviewed.**

- Application and 501c3 tax letter must be received 30 days prior to the 'event date' or 'pick-up' date.** Applications that are received less than 30 days from the event date and or without a 501c3 tax letter will not be reviewed.
- The donation recipient **must be a non profit with 501c3 status** and must **provide a copy of the 501c3 letter with the application.** This letter comes from the IRS and is different from a state tax-exempt form. No other tax letters will be accepted.
- Completed applications with 501c3 tax letters are reviewed on a first-come first serve basis.** Donation funding is limited; early and complete submission of your application is recommended. We will contact you to let you know if we will be able to provide a donation.
- The organization should fall into one of the categories Whole Foods Market supports:**
  - Environmental Preservation
  - Preventative Health Care
  - Hunger Relief
  - Organic Farming/Sustainable Food Resources
  - Education on any of the above

Because Whole Foods Market believes in being an active community member, requests from other civic and charitable groups will be considered if the organization is in the immediate vicinity of a store location, has required paperwork and funding is available.

- We do not donate food to individuals, individuals seeking pledges and multiple requests from the same organization.**

**\*\*\* Important information \*\*\***

- Past support of an organization or an event is not a guarantee of future support.
- Incomplete applications, applications without 501c3 tax letters or applications under 30 days cannot be reviewed.
- No phone request for donations.
- We will contact you about your donation.

Although we would like to support every worthwhile cause, due to the volume of applications, it is not possible for Whole Foods Market to fulfill every request. Each approved organization is restricted to one donation per year.

**For Store Use:**

Date Received: \_\_\_\_\_ Application Complete \_\_\_\_\_

Fiscal Period \_\_\_\_\_

Donation Item: \_\_\_\_\_

Donation Amount: \_\_\_\_\_

Donation pick-up confirmed: \_\_\_\_\_

Donation Complete: \_\_\_\_\_

Notes:

## Whole Foods Market: Donation Application

*Please read all guidelines on the reverse side of this application before submission.*

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Pick-Up Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Organization Name: \_\_\_\_\_

501c3 Number\* \_\_\_\_\_ (\*501c3 letter MUST be attached with application)

Address: \_\_\_\_\_

Your Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Description of Event:

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

How Many People Will Attend this Event? \_\_\_\_\_

How will Whole Foods Market be acknowledged for/at this event? Pre-event and on-site marketing plans?

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

Requesting (check one): \_\_\_\_\_ Food \_\_\_\_\_ Gift Card \_\_\_\_\_ Other (please describe)

Describe your "wish list": \_\_\_\_\_

**How to Submit Your Application:**

Completed forms can be dropped off at our Customer Service Booth or via mail.

(Attn: MARKETING TEAM LEADER/DONATION REQUEST).

Mailing address: 94 Derby Street, Suite 200, Hingham, MA 02043.

No phone calls please.

Don't forget to include your non-profit's 501c3 letter with your application and submit at least 30 days prior to your event.