



Sponsorship and Donation Policy

Reason for Policy/Purpose

We receive many donations every week. Having a policy serves the important purpose of clarifying the factors that impact the organizations donation decisions and how they are made. This policy is also established to make sure the parties involved understand our guidelines.

The Cedar Valley Cheese Store recognizes community sponsorships and donations; either monetary or in-kind as a valuable relationship between the store and the community and we appreciate being considered as a sponsor or donor for any event or organization. We seek to engage positively with the communities in which we operate and to have a positive impact through making charitable donations.

It is a policy of Cedar Valley Cheese Store to review and give fair consideration to all requests from community organizations and charities. The guidelines we follow are based on the location of the organization and event, amount of the current request, when we received the request, specific to our store values and the current available funds.

Policy/Procedures

- 1) All requests must be submitted on a Cedar Valley Cheese Store Donation Request form so we can gather all the information we need. It is recommended that the organization submit supporting documents, along with the form. We wish to know about the requesting organization.
- 2) Please give ample time for a review of your request. Form must be handed in **30 days prior to the event.**
- 3) The Organization and Event should be in Ozaukee, Sheboygan or Washington County however in some circumstances outside of these areas will be considered.
- 4) One donation per organization per year.

After Donation Fulfilled

1. **We will notify you via email or phone if you have been selected and need to pick up your donation.**
2. Must be picked up at the front register within 1 week.
3. Donated products cannot be exchanged (ex: size exchange).

Thank you for considering us for your sponsor or donation. We understand all organizations and charities are important and we appreciate that you understand we cannot contribute to every donation request. We wish you the best.



Donation Request Form

Please return this request form at **least 30 days prior** to your event being held.

PLEASE PRINT

We will contact you if your request is chosen.

Date: _____

Date of Event: _____

Application Type:

Is there an event related to this request? Yes _____ No _____

Will Cedar Valley Cheese Store be featured in an ad or signage with this request? Yes _____ No _____

Has Cedar Valley Cheese Store ever donated to the organization/event in the past? Yes _____ No _____

If yes, what was donated and when? _____

Personal Request Information:

Title: _____ First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail: _____

Organization Request Information:

Organization Type: _____

Organization Name: _____

Organization Address: _____

City: _____ State: _____ Zip: _____

Phone Number: E-mail: _____

Tax ID#: _____

Contact First Name: _____ Contact Last Name: _____

Job Title: _____

Event Request Information:

Event Name: _____

Event Location: _____

Event Address: _____

City: _____ State: _____ Zip: _____

Type of Donation Request: Money Gift Card Merchandise (select one only)

How many people will be attending the event? _____

How will this request be used at the event? _____

If your event is Chosen:

 When would you stop by to pick up your donation request? _____

Additional Request Information: (Complete all fields in this section)

Please write a brief overview below describing the events and reasons for choosing Cedar Valley Cheese Store for a donation. Summary should be limited to 100 words or less

Please drop off or mail to:
Cedar Valley Cheese Store
W3115 Jay Road
Belgium, WI 53004