

CHARELLI'S CHEESE SHOP & DELICATESSEN

CHARITABLE DONATION POLICY

Thank you for contacting Charelli's in regards to your charity request.

Charelli's has been a large supporter to a variety of Vancouver Island charities over many years, donating well over 10% of profits annually. We receive over one thousand requests per year from various organizations seeking support. While we appreciate that every cause is worthwhile, we cannot offer support for all the requests we receive. At times, we must decline participation in a great program or event because we have already committed our budget. In most cases we are able to offer you a 10% discount on purchases under \$100, and 20% discount on purchases over \$100. We do not provide monetary donations.

To help us make a decision regarding your charitable event, you must fill out the attached donation request application. We can then review your information and make a decision. To insure that we can make the most of our charitable donations, we offer the following guidelines for those who are seeking donations and support from Charelli's.

WE ARE MOST LIKELY TO SUPPORT CHARITIES THAT ARE:

- Aimed at supporting food and cooking
- Are currently already our customers
- Aimed at supporting feeding less fortunate people
- Within the Great Victoria Area

WE ARE MOST LIKELY NOT TO SUPPORT CHARITIES THAT ARE:

- Fundraising for individuals or for profit business
- Short notice
- Outside the Greater Victoria Area
- From a non-registered charity
- Political organization
- Organizations that discriminate

HOW TO SUBMIT A DONATION REQUEST

- All Applications must be submitted on the provided application form
Incomplete forms will not be considered.
- **We will not accept any applications made over the phone**
- All requests must be submitted at least 8 weeks prior to the event date
- Due to the high volume of requests, we cannot respond to all the them
- Please complete email, mail or drop off to:

Charitable Donations
Charelli's Cheese Shop
2851 Foul Bay Road
Victoria, BC V8R 5C5
info@charellis.com

DECISION PROCESS

- We meet monthly to review all requests
- Incomplete forms will not be considered
- Organizations are limited to one donation per calendar year
- We ask that phone calls regarding status not be made due to the volume of calls we receive.

We thank you for taking the time to reviewing and following our guidelines. Due to the high volume of requests we receive, it will help us to process them more efficiently and fairly.

Sincerely,

Charelli's

CHARELLI'S

Sponsorship/Donation Request Application

Organization/Association Name :	Name of Contact Person:
Contact Person Phone Number:	Contact Person Email:
Website:	Full Address:
Event Date:	
Type of event (Auction/Raffle/Reception/Dinner etc.)	
Short description of event: Expected attendance / location / etc. Please provide supporting documents	
Please describe what type of donations you are seeking, and how it would be used: (gift certificate / platters / etc.	
Is a tax deductible receipt available	Will you be able to provide a acknowledgement letter and a photo of your event?
Should Charelli's choose to sponsor your organization, please list the type of exposure we may receive.	
<input type="radio"/> Event program listing or logo <input type="radio"/> Verbal mention <input type="radio"/> Other (please describe)	Media – please list
Will there be a sponsor to provide bread or crackers? If yes please list them	Will there be a sponsor to provide wine? If yes please list them
Will there be any other cheese sponsor at your event? If so please list them	
Will there be any other food sponsors at your event? If yes please list them	
Date:	Signature

For internal use only

Type and size of donation	Donation will be picked up (Date & time)
Photo and letter provided	Approval

Please Note: We will not review any requests made by phone