



## 2016 GUIDELINES FOR PRODUCT AND CASH DONATION REQUESTS

Smith's supports nonprofit organizations throughout our seven states of operation that fit our giving guidelines. Support is provided through a number of options, depending upon the category of the requesting organization.

**Seeking a donation from Smith's for your nonprofit organization:** Are you a school, organization within a school, church, scout troop or sports team? Visit [www.smithscommunityrewards.com](http://www.smithscommunityrewards.com).

Are you an established local nonprofit seeking program support to help others in our community? Visit [www.smithsfoodanddrug.com](http://www.smithsfoodanddrug.com). Click on Request a Donation.

**Schools, School Clubs, Scout Troops, Churches, Team Sports:** Smiths will fund schools and school clubs, scout troops, churches and sporting teams *only* through Smith's Community Rewards. In this new program, customers link their rewards card to any nonprofit organization who has signed up to participate and their combined purchases earn a portion of the \$1.5 million Smith's is donating this year. Enroll and encourage your supporters to participate at [www.smithscommunityrewards.com](http://www.smithscommunityrewards.com).

**Other local nonprofit organizations within our store communities** are encouraged to apply for Smith's Community Rewards, allowing supporters to link their rewards card to any non-profit and their combined purchases earn a portion of the \$1.5 million Smith's is donating this year. Visit [www.smithscommunityrewards.com](http://www.smithscommunityrewards.com) to learn more. You may also apply for consideration of product or cash contributions.

**Product Donation Request:** Product donation requests may be made online at [www.smithsfoodanddrug.com](http://www.smithsfoodanddrug.com) OR completely fill out this form and submit at least 10 working days before the donation is needed. Send via fax 801-974-1243 or email to [publicaffairs@sfdc.com](mailto:publicaffairs@sfdc.com). If the request is denied you will be notified by US Mail or, if approved, you will receive a Smith's gift card toward your group's needs via US Mail to the organization's office address provided.

**Cash Donation Requests:** Send a letter of request on letterhead; include your letter of tax determination and a copy of the most recent 990 filing to: Smith's Public Affairs, 1550 South Redwood Road, Salt Lake City, Utah 84104.

**Please note:** *Ineligible requests that do not fit within our giving priorities include groups that do not hold a valid nonprofit status from the IRS; requests for support of individuals or families; requests for travel or sponsorship; support for causes outside our store communities; golf tournaments, competitions or pageants; groups fundraising on behalf of nonprofits that Smith's contributes to directly; meetings, trainings, conferences, seminars; requests from businesses.*

**Thank you for thinking of Smith's as a partner in our community! Please turn this page over and fill in the information.**



**REQUEST FOR DONATION**

*Before completing, please read the donation guidelines on the reverse side to know if this request fits within Smith's giving criteria. Thank you.*

ORGANIZATION INFORMATION

Org Name : \_\_\_\_\_ URL: www. \_\_\_\_\_

Mission Description: \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Fed Tax (501 c 3) ID # \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Person Requesting Donation: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Organization: Volunteer \_\_\_\_\_ Staff \_\_\_\_\_ Other \_\_\_\_\_

Your nonprofit organization may enroll in Smith's Community Rewards to receive ongoing donation support. Enrollment and information found at [www.smithsfoodanddrug.com](http://www.smithsfoodanddrug.com).

Is this organization enrolled? Yes \_\_\_\_\_ Org. ID# \_\_\_\_\_ No \_\_\_\_\_

\*\*\*\*\*

DONATION NEEDS

How Would our Donation Be Used: \_\_\_\_\_ Program Support or \_\_\_\_\_ Special Event ?

Please Describe: \_\_\_\_\_

Date of Use: \_\_\_\_\_ Number of People Served: \_\_\_\_\_

How Will Smith's be Recognized for Supporting This Request? \_\_\_\_\_

Please attach supporting documentation if needed. Email to [publicaffairs@sfdc.com](mailto:publicaffairs@sfdc.com) or fax to 801-974-1243. Allow at least 2 weeks turnaround if approved.



**For Office Use Only** Approved \_\_\_\_\_ Denied: \_\_\_\_\_ Reason: \_\_\_\_\_ Response sent: \_\_\_\_\_

\$ \_\_\_\_\_  
Amount

Gift card # \_\_\_\_\_  
Number

Sent: / / \_\_\_\_\_  
Date Sent