



2016 Request for Smith's Store Use: Guidelines

Before sending in your non-profit organization's request to use Smith's store space for fundraising please review these guidelines to determine if your organization qualifies. We encourage schools, school clubs and other nonprofits to enroll in Smith's Community Rewards. By linking their Smith's Rewards cards to your nonprofit online, your supporters' purchases can generate a share of the \$1.5 million Smith's is donating through Community Rewards in 2016. Sign up today at www.smithscommunityrewards.com.

Who is qualified to request space at Smith's for customer solicitation?

Boys Scout troops for popcorn sales; Girl Scout troops for cookie sales; other approved nonprofit organizations selling products that meet Smith's guidelines (only commercially prepared and packaged food items; professionally produced discount coupon books, etc.).

What activity does not qualify to use space at Smith's?

Religious organizations in support of church - related programs; groups requesting sign-ups or registrations; groups wishing to hold car washes, yard sales, carnivals, sell tickets or do capital campaign fundraising; events or collections for individuals; political activity including voter registration, voting or gatherings; groups conducting surveys or soliciting signatures for petitions; groups distributing flyers or hand outs; unauthorized commercial activity such as product sales or distribution of commercial literature. Because Smith's uses permanent check stand collection boxes for our community support, we do not allow additional container placement for cash collections.

How do I apply if our group meets the guidelines?

Complete the request form. Attach your federal letter of approved 501[c]3 status. Provide a mandatory Certificate of Insurance for a \$1 million minimum coverage that protects Smith's from liability. Send these documents to Smith's public affairs office no later than 30 days prior to the date of your requested use. You will be notified in writing or email whether your dates and locations are approved. A limited number of days are available for each group.

If your organization is approved, please note these expectations:

Your organization will need to provide any required tables, chairs and signs for your event. Plan to be outside of store lobby unless invited inside by store management due to inclement weather. Customers may not be approached to donate. Money raised through access to Smith's customers must be reported to Smith's public affairs following the event.

Smith's reserves the right to:

Deny any applicant applying for our store use; cancel any organization or black -out any dates from scheduling availability; ask an organization to leave for aggressive customer solicitation or displays of inappropriate behavior; conduct any Smith's company sponsored activity within its store locations or in store parking lots.



Smith's Store Use Request

Please read the page describing our criteria to determine if your organization qualifies. Fill out this form completely and submit your request at least 30 days in advance of your event by fax: (801) 974-1243; mail: Smith's Food & Drug Stores, 1550 South Redwood Road, Salt Lake City, Utah 84104, Mail Stop 44010-009C or email: publicaffairs@sfdc.com. If received with adequate advance notice you will be notified by US Mail or email of your request status.

I am requesting store use for:

Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Organization Phone Number: _____ **501[c]3 #:** _____

Required to provide mandatory documentation attached with request:

- Liability Insurance Certificate for \$1 Million Mandatory**
- Letter of Determination form IRS**

My contact information:

Name: _____

Daytime Phone: _____ Email: _____

Fundraising Efforts:

Date Requested: _____ Store Requested: _____

What will funds be used for: _____

Describe your method of fundraising: _____

**I understand I must report to Smith's the money raised through access to Smith's Customers.
INITIALS (_____)**