



## Donation Policy

**Monadnock Food Co-op contributes regularly to many diverse organizations. Consideration is given to organizations with the following missions:**

- Community organizations that support the Monadnock Region/Southwestern N. H.
- Organizations that have no political or religious affiliations.
- Organizations that have as a goal improving and/or educating consumers about the nutritional quality of food; improving sustainability in food production; and/or supporting local food production.
- Organizations that support cooperative values, such as farm production co-ops.
- Organizations that support learning and personal development, such as educational institutions.
- Organizations that promote buying from locally owned businesses and support the local economy.
- Organizations that provide support to members of the community who are in need, such as low-income households.
- Organizations that support environmental stewardship.

To allow us to more fairly consider each request we receive, please fill out the Donation Request Form on the reverse side and return it to the Customer Service Desk, mail to Monadnock Food Co-op, ATTN: Donations, 34 Cypress Street, Keene, NH 03431, or email it to [outreach@monadnockfood.coop](mailto:outreach@monadnockfood.coop). If you are a non-profit organization, **please include certification of your non-profit status**. Also, if possible please include copies of any printed materials about your organization or the program for which you are requesting a donation. Due to the high volume of requests we receive, **requests should be made at least three weeks prior to the event**.

The Monadnock Food Co-op makes donations in the form of products or a gift card. We attempt to spread our donations out among as broad a spectrum of community organizations as possible, and are more likely to make small donations to many different organizations on a frequent basis than large donations to a few organizations. We do not donate to individuals.

We will carefully consider your donation request and do the best we can to support your organization. Thank you for thinking of Monadnock Food Co-op, and for your valuable work in the community



## Donation Request Form

Please fill out and return this form to the Customer Service Desk at the Monadnock Food Co-op, email it to [outreach@monadnockfood.coop](mailto:outreach@monadnockfood.coop) or mail to Monadnock Food Co-op, ATTN: Donations, 34 Cypress Street, Keene, NH 03431

If you have any questions, please call the Marketing & Membership Department at 603-283-5401.

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

Contact Person: \_\_\_\_\_

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

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

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

Website: \_\_\_\_\_

Non-profit tax ID#: \_\_\_\_\_

Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_

Instagram: \_\_\_\_\_

Other Social: \_\_\_\_\_

Please provide an explanation of how your organization aligns with the missions listed on the other side of this document.

What is the donation that you are requesting? (Please include as much detail as possible)

When is the event & what is the duration? (Please include printed materials on the event if available)

How will our donation be used?

How will our donation be recognized?

*Announced at event as donor*

*Listed in program as donor*

*Listed on website as a donor*

*MFC Sign displayed next to donation (suggestion for catering platters)*

Thanked on Social Media:  *Facebook*  *Twitter* Other: \_\_\_\_\_

Other: \_\_\_\_\_

Would you like us to cross-promote this event / initiative via social media?