



### **Bashas' In-Kind Donation Request Policy**

Thank you for thinking of Bashas' Family of Stores as a possible source of help for your charitable endeavor. **Below is some important information about the Bashas' Community Gifts Program to help you determine whether your request falls within our in-kind donation guidelines.** If it does—and if it's at least six weeks until your event—please follow the procedure for submitting your request.

As an Arizona company, we have chosen to use our limited donation budget to support charitable organizations that benefit Arizona's children and families; education; health and human services; veterans; the needy; the disadvantaged; and the elderly. Unfortunately, our donation guidelines expressly prohibit contributions to (or sponsorship of) conference luncheons, pageants; individual endeavors, pursuits or competitions; and out-of-state or out-of-country travel.

We require a SIX-WEEK MINIMUM lead time for processing donation requests. Bear in mind that donation requests are especially heavy from September through December, so lead time may be even longer. **All requests must be submitted in writing via U.S. Mail on your organization's letterhead. A copy of your organization's 501 (c) 3 IRS private, non-profit status designation must be attached. (Citing your number is insufficient. A copy of the designation must be attached to the request.)** All requests must include specifics about your organization, what it is your organization is specifically doing (if an event is involved, please provide date of the event) and what you are requesting. **ALSO PLEASE SPECIFY ORGANIZATION'S NEAREST BASHAS', FOOD CITY or AJ'S LOCATION.** Please mail all requests to the **Bashas' Community Gifts Program, P.O. Box 488, Chandler, AZ 85244.** Unfortunately, we do not accept e-mail or telephone requests.

Please also provide specific information regarding your organization's designee that we might contact if additional questions arise related to your request. **In addition, provide your organization's address, phone number, email, etc. on the REQUEST LETTER (not the envelope).** Most requests are responded to by return mail; without an address on the letter, we cannot respond. No mailing address, no response.

**Note: Please retain Bashas' Donation Request Policy information for your records; you might want to refer to it in the future. Thank you.**

***Why Shop Locally?*** When you shop at a locally-owned business, 45 cents of every dollar stays in Arizona – versus only 13 cents of every dollar spent at a national chain!

