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Donations Guidelines

To: Our Valued Customers and Friends

Dear Sir or Madam:

At Dutch-Way Farm Market, we value our relationships with you, and truly appreciate that you have chosen our store to shop for your food needs. Your continued support year after year has helped us to grow, in turn creating jobs and opportunities for your friends and neighbors who are employed here.

In turn, we give back to our community by supporting many of the Churches and various non-profit organizations that our customers are associated with. Each week we receive requests from many customers and friends for donations of products, funds, or other goods. A committee, made up of owners and employees of the store review each request. We do our best to donate our budgeted monies to the most appropriate uses.

Because of the amount of requests, we have established guidelines to assure orderly and prompt consideration. Our simple guidelines for you to follow when making a donation request are listed below:

1. Please prepare your request in writing, on the letterhead of your organization you are representing.
 - Explain the event for which you are making a donation request.
 - Detail what you are asking for as a donation.
 - List the dates of the event.
 - **Provide a name, address and phone number to where we may respond**
2. Please give us your request at least 2 weeks in advance of your need. This allows enough time for our committee to review your request.
3. While we cannot honor all the requests we receive, we will call you if your request has been approved and make arrangements for you to receive the donation.
4. We do not accept donation requests submitted by electronic means (through our website and/or by e-mail). All requests must be dropped off at one of our store locations.
5. Duplicate requests at multiple Dutch-Way store locations will be reviewed as a single request.

Thank you for your consideration.