

Karns Quality Foods Guidelines for Giving

Karns Quality Foods is deeply involved in the communities where our stores are located. We know that the continued success of our company is linked directly to our communities, our neighbors, our customers, and our friends.

Karns Foods supports 501(c) (3) tax exempt nonprofit organizations that are charitable in nature within our areas of operation.

We offer your organization one of the following donation options:

1. 1 (one) \$20.00 Karns Gift Card
2. \$5.00 (off order of \$25.00 or more) coupons for attendees (such as a golf tournament)
3. Karns logo item (example: clothing)

Program advertising (not to exceed \$50.00) will be paid in the form of a Karns gift card equal to the cost of the ad.

Additionally, we offer a 5% discount off of purchase (see the store manager for this option)

Regrettably, Karns Foods receives many more requests than we can possibly fund. In an effort to support as many organizations as possible, we have developed the following guidelines:

1. One donation per organization per calendar year (January – December) from Karns Foods. Choose your requests accordingly.
2. Schools receive donations through our “1 for the Schools” program only.
3. The charity must be a registered non-profit. We must have proof.
4. The charity/organization must be located in the communities where we have our stores.
5. Sorry, but we are unable to give donations to:
 - a. Individuals – We do give to organizations that help individuals.
 - b. Third parties – An example would be if your group has a fundraiser to benefit a local charity. We would rather give directly to the charity.
 - c. Charity teams – (ex: Relay for Life teams) We give our donation to the charitable organization, not individual teams.
 - d. Individual Scholarships or Pageants
 - e. Businesses
 - f. Professional seminars or employee recognition activities
 - g. Tax-payer supported agencies
 - h. Private events that are not open to the public
 - i. Political fundraisers

During the holiday season, we give food donations directly to local food banks and shelters.

Regardless of the level of funding requested, the process begins with a donation request form (on reverse). Simply complete the form, attach supporting information such as a flyer or letter on official organization letterhead and forward it to the corporate office. All donation requests must be submitted a **minimum of 2 weeks in advance of the date that the donation is needed**. Responses may take as long as two weeks to process.

Karns Foods Donation Request Form

Please read the information on the reverse to be certain that your request falls under our guidelines.

Return the completed form to any Karns Foods location or mail to: Karns Community Relations, 675 Silver Spring Rd., Mechanicsburg, PA 17050

General Information

Today's date _____ Date Needed _____

All requests **MUST** be submitted a minimum of **2 WEEKS** in advance of the date needed.

Organization Requesting Donation: _____

Address: _____

Person Requesting Donation: _____

Daytime telephone number: _____ E-mail: _____

Nature of Event: _____

Please attach all supporting information (flyers, request letters on letterhead, etc.).

Karns Store Location for Pick-up: _____

Type of Donation Requested: (check **one** only)

____ 1 (one) \$20.00 Karns Gift Card

____ \$5.00 coupons for Attendees (_____ # needed)

____ Karns logo item

____ Advertising (payment made in the form of a Karns gift card equal to the cost of the ad selected)

Office Use Only

Date: _____

Approved: _____ Card Number: _____

Disapproved: _____

Reason: _____