

# Tsugawa Nursery Donation Policy

Our Company believes in the spirit of giving and takes that responsibility very seriously. We're able to donate because of the loyalty of our great customers. We also celebrate family and community and that includes being a part of our community here in Woodland, WA, Clark and Cowlitz counties. We have been giving back to our community for many years and we are proud of that tradition.

## Here's How Our Donation Process Works:

All donation requests will be forwarded to our donation coordinator for processing and formal submission to the company's donation committee. This committee meets monthly to consider requests so all donation requests must be submitted 45 days prior for proper review and processing. In any case, the person making the request will be notified whether or not the request has been approved.

Donations of cash, merchandise or Tsugawa Nursery gift cards will only be considered for non-profit organizations. Due to the large number of requests we receive, Tsugawa Nursery has established the following guidelines for donation requests:

- All organizations must have a current 501(C) (3) status and include federal tax ID number.
- All letters must be on official organization letterhead. Computer generated flyers, e-mail and invitations are not formal letters and therefore are not considered proper request procedures for a donation, but may be attached to the donation form.
- Request must be received at least (45) days prior to the event.
- We do not donate through a second or third party request. Donations are given directly to the benefiting organization.
- Only one request from an organization or school can be submitted each calendar year.
- Tsugawa Nursery evaluates each request in the context of the Tsugawa's focus areas, company priorities, geographic relevance, available budget and eligible activities/restrictions.
- All incomplete request forms will be returned to the organization and will be re-scheduled for the next donation review meeting, which is held once a month.
- Any donation from Tsugawa Nursery is a one-time donation and the organization or charity receiving the donation should never place the donation amount in future budget development.

## Exclusions:

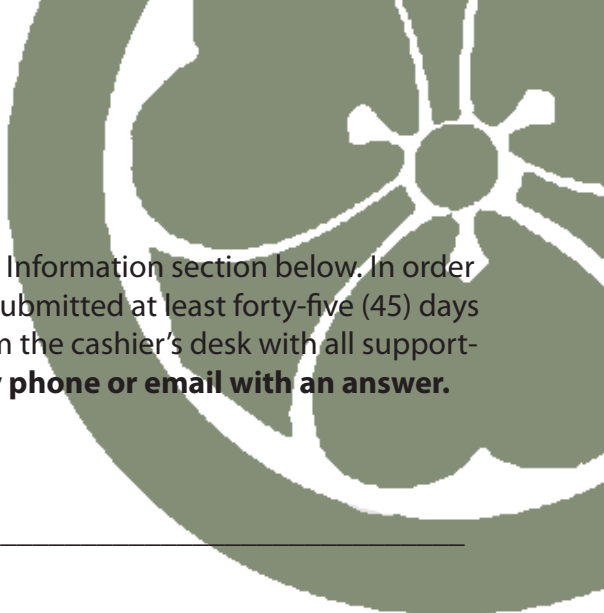
The following are not eligible for support:

- United Way funded organization
- Individuals
- Reducing debts or past operating ventures
- Political or partisan organizations or campaigns
- Endowment funds
- Talent or beauty contests
- Named academic chairs shops or fellowships
- Research
- Religious organizations
- Generic request that may have been sent to various organizations
- Advertising and promotion including signs, t-shirts and promotional print materials
- Sports sponsorships
- Medical expenses
- Benefits for individuals

Please note that Tsugawa Nursery receives a significant volume of requests and is therefore unable to accommodate all, no matter how much we might wish to do so.

Regardless of the level of funding requested, the process begins with a donation request form. This form is available at the cashier's desk or upon request via email: [sue@tsugawanursery.com](mailto:sue@tsugawanursery.com).





# Donation Request Form

Thank you for visiting Tsugawa Nursery. Please complete the General Information section below. In order to allow sufficient time to review each request, all requests must be submitted at least forty-five (45) days prior to the date the donation is required. Return this completed form the cashier's desk with all supporting documents attached. **Please do not call; we will contact you by phone or email with an answer.**

Date of Request: \_\_\_\_\_

Organization Requesting Donation: \_\_\_\_\_

Organization Tax ID Number: \_\_\_\_\_

Organization Complete Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Person Requesting Donation: \_\_\_\_\_ Title: \_\_\_\_\_

Person's Drivers License No: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Person's Home Address \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Date Required: \_\_\_\_\_

Type of Donation Requested: \_\_\_\_\_ Check \_\_\_\_\_ Gift Card

Amount Requested: \$ \_\_\_\_\_

If Merchandise donation is requested, please give specify exact description and quantities requested:

\_\_\_\_\_

Store Director's Comments: \_\_\_\_\_

*For Office Use Only*

Committee Comments: \_\_\_\_\_

\_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Date: \_\_\_\_\_

