

# Karns Guidelines for Giving

Since opening our first store in 1959, Karns Quality Foods has been proud to be involved in our local communities. We know that the continued success of our company is linked directly to our communities, our neighbors, our customers, and our friends.

We focus our charitable giving on nonprofit organizations that help create healthy, thriving communities. We strive to support local organizations which focus on health and human services, education, environmental preservation, hunger relief, the arts and animal compassion.

While we make an effort to help all in need, it is impossible to grant every request that comes in.

## **In order to honor the most requests possible, we follow these guidelines:**

- A maximum of **one donation per organization per year**.
- **Schools and school** sanctioned groups receive donations through our “**High 5 for Schools**” program **only**. (go to <http://www.karnsfoods.com/high-5-for-schools.php> for complete details)
- The charity/organization **must be tax-exempt** under section 501(c)(3) of the IRS tax code.
- The charity/organization must be **located in the communities where our stores are located**.
- **4 weeks notice** is required on all requests.

## **Donation requests that are approved are offered ONE of the following options:**

- 1 (one) \$20.00 Karns Gift Card
- Coupons (\$5 off orders of \$35 or more) for each attendee of your event.
- Print program advertising (not to exceed \$50) will be paid in the form of a Karns Gift Card equal to the cost of the advertising.

## **Other ways that Karns Foods can help your non-profit organization:**

- We offer a 5% discount off of your purchase for a specific event (see store manager for this option).
- Karns Foods has an opportunity for your non-profit group or organization to purchase gift cards at a 5% discount. You simply sell them at face value! This is the perfect fund raiser; sell something that everyone can use – food! (For more information, call 717-766-6477 x 102 or email [Audrey.Freeman@karns.net](mailto:Audrey.Freeman@karns.net).)

## **We do NOT donate to:**

- Individuals (or fundraisers for individuals) for trips, sponsorships, pageants, financial or other hardship.
- Third party donations (we make donations directly to charities)
- Charity Teams (i.e. – Relay for Life teams, Team in Training, etc.) We give donations to the charitable organization, not individual teams.
- Businesses, professional seminars, or employee recognition activities.
- Organizations that are not tax-exempt under section 501(c)(3) of the IRS tax code.
- Tax-payer supported agencies.
- Political or lobbying organizations or fundraisers.
- Private events that are not open to the public.
- Class or family reunions.

Past support does not guarantee future support. We reserve the right to refuse any submission. A completed application is not an agreement to honor your request.

# Karns Foods Donation Request Form

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

Please PRINT neatly and fill out completely. Incomplete forms will not be considered.

Today's Date: \_\_\_\_\_ Date Needed: \_\_\_\_\_

All requests **MUST** be submitted a minimum of **4 WEEKS** in advance of the date needed.

Return the completed form to any Karns Foods location or mail to:

**Karns Community Relations, 675 Silver Spring Rd., Mechanicsburg, PA 17050**

Federal ID #: \_\_\_\_\_ Are you a non-profit 501(c)(3) charity?  Yes  No

Karns Fresh Rewards Card Number: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Type of Event: \_\_\_\_\_

How are you promoting your event? \_\_\_\_\_

How will Karns Foods be recognized? \_\_\_\_\_

## Organization Information:

Contact Name: \_\_\_\_\_

Org. Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_



*Community Relations*

## Karns Store Location for Pick-up:

\_\_\_ Harrisburg

\_\_\_ Mechanicsburg

\_\_\_ Lemoyne

\_\_\_ Boiling Springs

\_\_\_ New Bloomfield

\_\_\_ Hershey

\_\_\_ Middletown

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

\_\_\_ **\$20.00 Karns Gift Card**

\_\_\_ **Coupons for Attendees** (# needed \_\_\_\_\_)

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

Ad Size: \_\_\_\_\_ Height x \_\_\_\_\_ Width

**Approved**

**Denied\***

\*See reason on back.

Buying groceries for your event? We offer a 5% discount off of your purchase for a specific event. See the store manager for details.