



DONATIONS POLICY

Image Hospitality is committed to positively influencing the communities it serves. However, due to the numerous requests Image Hospitality receives for donations, the following guidelines will be followed to assure fairness and maximize what the company contributes to the communities in which Image Hospitality operates.

All requests must be made in writing on company letterhead and mailed or faxed to:

**Image Hospitality
Community Relations
Attn: Patrick Foley
P.O. Box 12206
Green Bay, WI 54307
Fax #: 920-347-1227**

Requests must be made a minimum of four weeks in advance of the event date. Requests will be reviewed on a quarterly basis (the first Tuesday of the first month in each quarter).

Image Hospitality places priority on giving in the communities where Image Hospitality employees live and/or work. The company's primary focus is on disadvantaged youth, educational program development and any projects that have an impact on the greatest number of area residents – organizations that address multiple preferences will receive primary recognition. To avoid conflicting views Image Hospitality is reluctant to make contributions to religious, fraternal, political, labor, social groups. All 501(c) 3 requests should be sent with supporting documentation.



Requesting Organization: _____

Contact Name: _____

Phone: _____

E-Mail: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Please answer the following questions on a separate form:

Is this donation request in association with a particular event? If so, please describe.

How will the donation be used?

Does the IRS classify your requesting organization as a 501(c)3 organization?

Has Image Hospitality contributed to the requesting organization in the past? If so, what item and when?

Has the organization or its members done business at the location where the donation is being requested? If so, please describe.

Does the organization or its members know any employees at the location where the donation is being requested? If so, please describe.

Please give additional comments, directions, or details we may need to know.

The undersigned hereby certifies that the information in this application and supporting documentation are correct to the best of his/her knowledge; and the IRS 501(c)3 determination has not been revoked, cancelled, or modified; and donations will be used for the projects outlined in the application and agreed to by both parties.

Signature

Date

Along with this application, please include a brief description of the requesting organization (including its mission and leadership).