



Caviar & Bananas® Donation Request Policy & Guidelines.

Thank you for considering Caviar & Bananas® in your fundraising needs. We know that there are many important local organizations supporting worthwhile causes. Caviar & Bananas is frequently asked for donations and we do our best facilitate and prioritize these requests. The below outlines our donation request procedures:

Each donation request must be submitted in writing either via mail or email and accompanied by an official donation request form from your respective organization. All requests should be received a minimum of 6 weeks prior to your event date. NO EXCEPTIONS. All response letters are sent within 3 weeks of receiving the request. Responses will be sent to the address indicated on the request form only. If you prefer that a response be mailed directly to you, please specify. It is not necessary to follow-up with a phone call. If you have not received a written response, within 3 weeks of your request, please re-send a copy of your request with the original date circled.

- The organization should be non-profit, 501-C tax exempt, and supply Caviar & Bananas® with a tax exempt letter and/ or a tax ID number.
- The organization must be within our service/ market area.
- A "Compliments of Caviar & Bananas®" sign must be placed next to the donated item at the event.

Please note that though Caviar & Bananas® enjoys being an active member of your community through many charitable programs, including donations, we must be able to budget for these donations and choose the ones that best fit our company values and make the best business sense. **Each** donation letter we receive gets careful consideration. If we are unable to fulfill your request, we will continue to do our best to accommodate your needs in the future.

Where to submit your request:

In writing: Caviar & Bananas Executive Office, 255 King Street, Suite 2, Charleston, SC 29401

Via Email: info@caviarandbananas.com