

**Donation Request Protocol**

To initiate a donation request, the requester must submit the details of their request in a formal letter to the attention of the Executive Assistant to Peter Eliopoulos, Cathy Sampogna.  In addition to the client’s formal letter, the client is required to complete and submit the byPeterandPauls.com Donation Request Form. Both the client’s letter and the Donation Request Form may be submitted via e-mail to:  cathy.r@bypeterandpauls.com or by mail: Attention: Cathy Sampogna, byPeterandPauls.com 6260 Hwy. #7 Unit 1 Vaughan, ON L4H 4G3. Requests are not to be made in person or over the phone. The requestor is also encouraged to submit the advertisement for the event alongside the client’s sponsorship package to further support their request.

The requirements and evaluation process for donation requests are as follows:

**Donations Less Than or Equivalent to $499**

* The Executive Assistant will forward such requests to the attention of the companies General Manager for review. Requests equivalent to or less than $499 may be approved or denied by the companies General Manager as directed by the Executive Assistant.
* The companies General Manager will in turn notify the requester of the declined or approved status. If the request is approved, the specifics of the donation will be applied at that time.

**Donations Greater than or Equivalent to $500**

* Requests equivalent to or greater than $500 will be tentatively approved or denied by the Executive Assistant immediately after review
	+ The value of the donation will be evaluated at this time therefore the venue’s GM is required to submit the monetary assessment of the request for consideration
* Should a request be tentatively approved, a 20 minute meeting will be arranged with the requestor, the associated byPeterandPauls.com General Manager and/or the Executive Assistant to review the requesters donation application further
* Following the requester’s presentation, Peter Eliopoulos and the Executive Assistant will review the application further to determine the status of the donation
* The Executive Assistant will communicate the status of all requests with the associated General Manager
* The companies General Manager will In turn notify the requester of the declined or approved status. If the request is approved, the specifics of the donation will be applied at that time.

**Donation Management Guidelines:**

* Donations will be provided in the form of product or byPeterandPauls.com vouchers only. Cash donations will not be granted.
* All donation requests must be submitted a minimum of 30 days prior to the requested donation due date.  Donations received 29 days or less of the donation due date will be denied.
* BypeterandPauls.com is grateful for the opportunity to offer our support for charitable organizations who work tirelessly to better our community.  Social responsibility is one of our company’s core values however we cannot guarantee that every donation request will be met.  Due to the overwhelming number of requests received, byPeterandPauls.com is required to allocate our resources responsibly and in accordance with our donation budget allowances.  Please note that donations are not automatically renewed year to year/contract to contract.
* The following criteria will be utilized to evaluate eligible requests:
	+ The nature of the request and the financial objectives of the campaign
	+ The history of donations previously made to the requesting organization
	+ Analysis of comparable donations made in the same sector
	+ The strength of our commitment to the cause or organization
* A charitable tax receipt/ is required (only registered charities will be considered)

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*Revised February 19th, 2017 Diane Kolodziej*