



TO: ALL EMPLOYEES

FROM: MARY TRUTTSCHER

DATE: January 1, 2017

SUBJECT: DONATION REQUEST GUIDELINES UPDATE

Below are Sargento's updated guidelines for product donations. **All donation requests must be made by calling me at extension 3531 a minimum of 2 weeks prior to pickup. Thanks!**

Donation Guidelines:

Donations will be made to local Non-Profit Organizations or *special* not-for-profit events (such as a benefit).

Tax exempt number must be supplied by requestor (for non-profit organization).

Donations will be made for special events only (not on-going organization).

A **MINIMUM** 2-week lead time (prior to pick-up date) required for donation requests.

Donated items will **NOT** be shipped.

All donations must be signed for upon pick-up (at reception desk at appropriate location).

Product Guidelines:

30# or 8 Case Maximum

No Frozen Items

No 40# Blocks

Shredded and sliced items will be donated in Food Service packs (as appropriate).

Not all items are available for donation; all items subject to availability.

* **Note:** Due to current production demand, your assistance in making your requests within these guidelines will be appreciated.

