



# Community Involvement Guidelines

Supporting the communities where we work and live is a key part of our mission at Plum Market. The most common way in which we show that support is by donating Plum Market Gift Cards or food for special events. In addition, we offer an Educational Scrip Program which allows participating organizations to receive a 5% return on their qualifying purchases with Plum Market.

Each store has a quarterly budget set aside for community involvement. Due to the heavy volume of requests that we receive, we regret that we cannot grant every one. Requests are evaluated based on the following criteria:

1. The recipient must be a 501c3 non-profit organization to be eligible. A copy of the recipient's 501c3 letter from the IRS must be attached to the request in order for it to be considered. Please note that this letter comes from the US Treasury Department and is not the same as a state tax-exempt form.
2. The request must be received at least six weeks in advance of the donation pick-up date. Requests are reviewed on a first-come, first-serve basis. We strongly recommend that you submit your request as early as possible.
3. The organization must fall into one of the following categories Plum Market supports:
  - Education
  - Hunger Relief
  - Cultural Conservation
  - Wellness & Preventative Health Care
  - Organic Farming/Sustainable Resources
  - Environmental Stewardship
4. Please attach any pertinent information relating to the particular event or cause for which you are seeking the donation.
5. Incomplete forms cannot be processed. Submit your form to the guest relations counter or mail to:

Community Involvement Board  
Plum Market Corporation  
30777 Northwestern Hwy, Suite 301  
Farmington Hills, MI 48334

Requests by phone will not be accepted. We do not donate to individuals, individuals seeking pledges, organizations which make multiple requests, or organizations/causes from outside of the store's local community.

A profound commitment to the community is simply part of who we are at Plum Market. However, due the volume of requests that we receive, we cannot grant every request. So that we may support the community as fully as we can, each approved organization will be limited to one donation per calendar year. Past support is not a guarantee of future support.



# Community Involvement Application

Your complete application must be received at least six weeks in advance of your event for consideration. Please read all guidelines on the reverse side of this application before submission.

Today's Date: ..... Event Date:..... Pick-Up Date: .....

Organization: ..... \*501c3 #.....

\*Please attach copy of 501c3 status.

Address: .....

Your Name: ..... Position: .....

Daytime Phone: ..... Alternate Phone: .....

Email: .....

Rewards Card Number: .....

1. Mission statement of organization:.....  
.....  
.....

2. Description of event: .....

3. How many people will attend this event? .....

4. How will Plum Market be acknowledged at this event?.....  
.....

5. Requesting (check one): \_\_\_\_\_ Plum Market Gift Card \_\_\_\_\_ Food \_\_\_\_\_ Gift Basket

6. Describe how the donation will be used: .....

7. Has your organization received a donation in the past from Plum Market? Y N

If yes, what was the date you received your donation? \_\_\_\_/\_\_\_\_/\_\_\_\_

What types/amounts of donation did you receive? .....

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