



donation guidelines

Dear Fundraising Organization,

We are honored to be among the many businesses that have been offered the opportunity to support your very worthwhile charitable endeavor. As you might imagine, we are frequently asked to support charitable purposes of all types. Therefore, due to the overwhelming number of requests, we have set up the following guidelines. We thank you for taking the time to review and follow them.

Donation requests will be reviewed every two weeks throughout the year. Each request will be acted upon at the end of that two week period and a donation sent out within two weeks to those organizations whose requests are honored and a decline to all others. All donations given to fundraising organizations in previous years must resubmit a request.

We do not make any monetary donations, and we work with a budgeted amount of donations to give out to specific events and fundraisers. These donations will be given in the form of golf or accommodation gift certificates.

Please review the following guidelines to determine if your organization qualifies:

- ☐ All requests must be made in writing and sent VIA U.S. mail, fax, or email.
- ☐ Typed on company or organization's letterhead.
- ☐ Phone requests will not be accepted.
- ☐ Requests must be submitted at least six to eight weeks prior to the event.
- ☐ Donations for individuals, religious organizations, corporate fundraisers, corporate incentive programs, corporate events, sports teams or school related clubs are typically not granted.
- ☐ The requesting organization should be a charity. Please list your 501(C) number.
- ☐ Only one donation request per two years, per organization will be accepted.
- ☐ Organizations located in our service area will be given top priority.
- ☐ Organizations that offer an opportunity for advertisement/promotion are given priority.
Please include in your request all public exposure donors will receive, such as program listings, newspaper, TV coverage, etc.
- ☐ Requests addressed to any persons other than the person listed below will not be considered.
- ☐ Application materials will not be returned.

Please address letters to:

The Boar's Head
Marketing & Communications Manager
200 Ednam Drive
Charlottesville, VA 22903

Please direct email requests to: donationrequests@boarsheadinn.com

We thank you again for taking the time to follow these guidelines.

www.boarsheadinn.com

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