Donation Request Policy

The Mississippi River Distilling Company, MRDC, is asked to support hundreds of worthwhile charitable causes and events each year. We make every effort to accommodate as many requests as possible. However due to the number of requests MRDC receives on a monthly basis, we are simply unable to accommodate all requests that fit our guidelines. In order for your organization to be considered for a donation item, you must comply with the following guidelines:

- All donation requests must be submitted via email at <u>donation@mrdistilling.com</u>. Each
 donation request must fill out the form below and include a scanned or digital copy with the
 email. Written or phone requests are not accepted.
- The online donation form must be filled out completely in order for your request to be considered.
- Your organization must be located within the distribution area of MRDC.
- Your organization must not have received a donation from MRDC during the current calendar year. An organization is eligible to receive only one donation item per year.
- Your request for a donation item must be submitted via email at donation@mrdistilling.com and must be received by MRDC at least five (5) weeks prior to the day your organization needs the item. All donations will be evaluated on the fifth (5th) of each month. Responses will be sent same day.
- Your non-profit organization or charity must have 501(c)(3) tax exempt status. You must enter your organization's valid Tax Exempt ID number on the online form in order for your request to be considered. (If you are a business sponsoring a charitable event, please ask a member of the charity to complete the donation request form).

Due to the large volume of requests received on a monthly basis, there are no exceptions to the above guidelines. Please keep in mind that submitting a request does not guarantee your organization will receive a donation. MRDC must evaluate each donation so that complies with federal and state laws. Specifically, MRDC cannot donate any alcohol products or to any organizations where contributions would be "marketed" to persons under 21 years of age.

Thank you for considering MRDC as a contributor. We wish you the best of luck with your charitable and fundraising efforts.

Please see the charitable contribution form below.

Donation Request Form/Elements

Organization Info

Please copy and paste, scan, or email digital copy of the following information for formal consideration.

| Organization Name: | | | | |
|---|----------------|--------|------------|-------|
| 501(c)(3) Federal E.I. | ٧.: | | | |
| Year Established: | | | | |
| Street: | | | | |
| City/State/Zip: | | | | |
| Website: | | | | |
| Donation Request Co | ntact Name: | | | |
| Donation Request Contact Primary Email: | | | | |
| Donation Request Contact Primary Phone: | | | | |
| Title/Relationship to | Organization: | | | |
| Event Name: | | | | |
| Description: | | | | |
| Event Date: | | | | |
| Event Location: | | | | |
| Number of Guests: | | | | |
| Event Sponsor/Under | writer: | | | |
| Item donated will be | used for: | | | |
| Live Auction | Silent Auction | Raffle | Door Prize | Other |
| Referred By (if applica | able): | | | |