

# ADIRONDACK WINERY

## DONATION CRITERIA

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As Adirondack Winery values its place in the community, we wish we could donate to any and all causes, but being that we are a small, family-run business we have a limited donation fund and do our best to disperse those funds in a positive manner.

### **Organization Criteria**

Donation requests will be considered if your organization meets the following criteria:

- We prefer the organization to hold 501(c)(3) tax-exempt status.
- We prefer the organization be located in or benefitting the Capital and/or Adirondack region
- Must not be disqualified by any of the below stated donation exemptions.

A qualified organization is limited to one donation receipt within a 12month period.

Adirondack Winery will consider requests to fill all of your wine and service needs, however if we cannot meet those needs additional wine may be purchased, by the organization for the event at our employee discount prices.

### **Donation Criteria**

Since we are in the business of making alcohol, we carefully consider donations of wine or related products and services to any agency/organization relating to children, or fundraising activity that directly benefits children. We intend to refrain from the appearance that we advertise our company or products to anyone under the legal drinking age. We will donate to fundraising events that benefit children so long as the organization meets Adirondack Winery's donation criteria and there will be no person under the age of 21 in attendance.

**We also choose not to donate to any event or agency relating to motor sports or involving motor vehicles. We consider it our civic duty not to mix alcohol with motor vehicle sports and/or events.**

Requests for donations must be received in writing by Adirondack Winery at least 30 days prior to the event.

Donation requests must be within Adirondack Winery's quarterly budget. We have a set amount of wine and/or related products and services that we can donate each fiscal quarter. If we have hit our budget for the quarter in which you will need to pick up your donation, we will unfortunately, not be able to work with you at that time. Please note that the earlier you request your donation, the more likely we will be able to fulfill your request.

Adirondack Winery takes monetary donations very seriously. Our company and our employees have longstanding relationships with the organizations to which we provide any monetary support.

**Due to increased requests, Adirondack Winery cannot support the following:**

- Labor organizations
- Third-Party fund-raising organizations
- Fraternal organizations
- Corporate events
- Solicitations to Advertise
- Political Campaigns
- Religious Organizations and Events
- Events relating to underage, young adults

**Please submit all requests via email or on organizational letterhead and include at least the following information:**

- Date and location of event.
- Approximate number of attendees/participants.
- Beneficiary of the event (including Tax ID number).
- Explanation of any onsite, on-paper and/or online recognition Adirondack Winery will receive for the requested donation.
- Product or service preferences - We will do our best to accommodate preferences; however, we may need to substitute another product or service.
- Contact information (email and phone) for an in-the-know person in case we have any questions or need clarification on anything.

*Adirondack Winery reserves the right to refuse any donation request which does not comply with donation criteria or company values.*

Please send your request to:

**Adirondack Winery**

**Attn: Marketing Dept.**

**PO Box 116**

**Glens Falls, NY 12804** Or email to

**[ilovewine@adirondackwinery.com](mailto:ilovewine@adirondackwinery.com)**

# ADIRONDACK WINERY

## DONATION REQUEST FORM

As Adirondack Winery values its place in the community, we wish we could donate to any and all causes. Being that we are a small, family-run business we have a limited donation fund and do our best to disperse those funds in a positive manner. Adirondack Winery will consider all donation requests that meet company donation criteria. Please complete and submit this form for review and we will contact you as soon as possible.

Contact Information	
Organization / Event Name	
Contact Name	
Street Address	
City, State, Zip	
Phone	
E-Mail Address	
Date Requested	
Date Needed	

*\*Please be advised that the person picking up the donation will need to provide ID verifying that he or she is over the age of 21. Please advise us if someone other than the main contact person will be picking up the donation.*

### Donation Criteria

Please check the following areas, acknowledging that your organization meets both criteria:

*\*Please note you will need to include proof of 501C3 status when submitting this donation request form.*       501(c)(3) tax-exempt  
 Capital or Adirondack region organization

### Event Information

Event Date	
Event Location	
Apprx. # of attendees	
Beneficiary of Event (including Tax ID #)	
Please list any recognition Adk Winery will receive for the requested donation	
Product /Service Preferences	

Our Policy: Adirondack Winery reserves the right to refuse any donation request which does not comply with donation criteria or company values. We reserve the right to refuse a donation to an event where persons under the age of 21 will be present. We will not donate to events related to motor sports or involving motor vehicles. Due to increased requests, Adirondack Winery prefers to support organizations that are registered charities w/ 501(c)(3) tax-exempt status. We cannot support labor organizations, third party fundraising organizations, fraternal organizations, corporate events, solicitations to advertise or political campaigns.