

# CLEMENS

## FOOD GROUP

December 2017

### The Clemens Food Group (CFG) Charitable Gift Application Instructions

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**Philanthropic Guidelines:** When considering gifts, we will honor our God and the principles in His Word. We will contribute to organizations and needs that promote both the family's spiritual heritage as well as its obligation of being a good community citizen in communities where CFG owns or operates a business. Philanthropic gifts are ones where the family receives no direct benefit from the gift.

The Clemens Family is very diversified in their interests but we will strive to make decisions to unite the family in philanthropic causes. We want to limit our gifts to causes where family members have concerns; although there may be times of emergencies and different situations to consider. Gifts will be for Capital and Special Projects and should not be used for Operating Budgets.

**Procedures:** All requests are reviewed twice per year (September & March). Therefore, all completed applications must be received in writing by CFG's Chief Relationship Officer before the close of each month. Please mail requests to John Reininger, 2700 Clemens Road, Hatfield PA 19440.

If your organization would like to be considered for a gift, please submit the following on your organizations letterhead:

1. A brief proposal of 1 to 2 pages that includes:
  - a. Mission statement / purpose of your organization
  - b. Detailed description of the need or use of the gift
  - c. If requesting a gift for a building or remodel project include building plans and contractor estimates
  - d. Description how the gift supports our guidelines of honoring God and being a good community citizen in communities where CFG owns or conducts business
  - e. Listing of metrics and or targets for measuring the success of the gift
2. A completed **Charitable Gift Application** located on page 2
3. A copy of the organization's IRS 501 (c)(3) federal tax exemption letter
4. A list of Board Members and their affiliations

**Gifting Limitation:** In general, The Philanthropic Committee does not gift:

- Individuals
- Organizations that are not 501(c)(3) tax-exempt status
- Political organizations
- Sports teams
- Operating budgets

But does desire to gift:

- Organizations that promote the Gospel
- Organizations that operate in an area that CFG owns or conducts business
- Organizations of special interest to our family members

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**Please complete Application in full.**

The Clemens Food Group  
Charitable Gift Application

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Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web address: \_\_\_\_\_

IRS 501(c)(3) Federal Tax ID#: \_\_\_\_\_ - \_\_\_\_\_

Requested Amount: \_\_\_\_\_

Brief Description of Need or use of Gift:

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Does your organization have volunteer opportunities for CFG Team Members?

Yes \_\_\_ No \_\_\_