

Fentons

Dear Community Event Coordinator:

Thank you for contacting Fentons Creamery regarding your upcoming event/fundraiser.

As an active community member, we take part in, host, and champion many local fundraising events. We try our best to use our resources wisely and have established criteria that we follow when evaluating whether or not we can participate in a fundraising event. Our guidelines are as follows:

- We must receive a written correspondence from the event committee regarding the fundraiser specifying all details **AT LEAST 2** month prior to the event. Requests received after our 2 month window cannot be considered. All requests must be submitted in writing on your organizations letterhead.
- We **ONLY** participate in fundraising events that directly contribute to the well being of the Alameda & Solano Counties. Our contributions can only be made to causes that benefit these counties.
- Requests must be mailed to Marie Whidden, Community Relations Manager, **FENTONS CREAMERY**, PO Box 21490, Oakland, CA 94620.
Each request should include the following information:
 - Brief summary of your organization and who it benefits
 - The date of your event and deadline for response
 - Your organization's mailing address, contact name and daytime phone number.
 - Your organization's Federal tax identification number.
- We are unable to donate **MONEY** to any cause or event. We will gladly donate gift certificates to causes that meet our criteria, if we have the available resources.
- As a participant in your event, we ask for in return a letter of acknowledgement and photos of the festivities!

Please keep in mind that we receive numerous requests for donations and event participation every day and cannot possibly honor them all.

Kindly,
Fentons Creamery