

## Lundberg Family Farms® Product Donation Guidelines

Thank you for your inquiry regarding a product donation from Lundberg Family Farms for your event.

In keeping with our core values, Lundberg Family Farms supports local organizations and programs which understand that a healthy food supply depends on the well-being and stability of farms and farmers. We partner with organizations that promote responsible use of resources, respect for the environment, sustainable agriculture, and balanced, healthy, and nutritious diets. Product donations are intended to further the welfare of the residents of our community. We donate products to local organizations that make a difference for our employees, their families, our consumers and the community in which we live and work.

To request a donation, please follow the guidelines below:

- A Product Donation Request Form must be completed for a donation to be considered
- Please allow at least 30 days prior to your event when submitting a product donation request.
- Please send the Product Donation Request Form via mail or email to:

Lundberg Family Farms Product Donations Program P.O. Box 369 Richvale, CA 95974 <u>donations@lundberg.com</u>

- Phone calls, verbal requests and walk-ins will not be considered.
- You will be notified by email regarding the status of your request.
- All donations must be picked up from our headquarters in Richvale, CA.

When receiving a donation from Lundberg Family Farms, and in keeping with the spirit of giving, an acknowledgement from the receiving organization is greatly appreciated, and it helps us to understand the benefit your organization receives from our donation. This acknowledgement may be submitted to the address above.

Thank you for considering a donation from Lundberg Family Farms for your upcoming event!



## Lundberg Family Farms® Product Donation Request Form

Name of Organization:

Address of Organization:

Tax Status & EIN of Organization: 501(c)(3) of the IRS Code (attach copy)

Contact Name:

Email address/Phone #:

Explain/describe event for which donation is requested (additional information may be attached)

Date of Event:

Donation Requested and number of attendees anticipated:

How will your organization distribute/use the product requested?

If Lundberg Family Farms will receive a good/service in return for the donation, please describe:

Affiliation with Lundberg Family Farms: (Please explain)