

Community Giving

Rev. Date: 12/13/07

RE: Donation Request Criteria

Each year Old Town Pizza (OTP) receives numerous requests for prizes and donations to events. While OTP is always willing to receive a donation request, we will not always be able to fulfill them. Please be aware that while your request might meet all the criteria, OTP receives hundreds of worthy requests each year, and unfortunately it is impossible to honor them all. It is important for you to note that our donations budget is a carefully managed resource and we do the best we can to honor as many of the requests as possible.

OTP gives priority to the local community in which we operate which is our customer base. We understand that without our loyal customers we would not be able to give back to our community. We are also very family oriented and will prioritize our community giving to family oriented events and charities. Lastly, in most cases, OTP would prefer to donate goods to be used as raffle prizes or to be auctioned off, rather than to donate money.

OTP reviews requests on a weekly basis. Please make your requests at least 3 weeks in advance of the event in writing.

Unfortunately, OTP cannot support:

- Projects with a narrow focus: individuals seeking assistance or participating in contests and competitions
- Organizations known to discriminate or operate in an unethical manner
- Organizations whose services are not provided in the local area

To submit a request for a donation, please refer to the following list:

*Letter from the event organizing committee. The letter must include:

Purpose of event (ie. fundraising, raffle prize, auction)

Date(s) of the event

Location of the event

Contact person name, phone number and if applicable, email address

*Should OTP be able to fulfill a donation request you will be contacted to come and pick it up at one of our locations. If you do not hear from us we were unfortunately not able to meet your request.