

## Instructions

### Save this PDF form to your computer

Select *File > Save Page As* (*File > Save As* or select the *Download Icon*)

Choose the file location on your computer (Remember the file location as you will need to browse to find this file)

Select *Save*

Close your browser window as it is no longer needed

### Fill out the form

Navigate to the file on your computer

Open with Adobe Acrobat

(If you do not have acrobat reader download it for free at <http://www.adobe.com/products/reader.html>)

Please read through our guidelines on the next page and fill out the form on the next few pages

Once you have filled out the form select *File > Save As*

Change the file name to your name or your organizations name and save the file

### Send this completed form and supporting documents to us

Email the application and supporting documents to [charitablegiving@jamesavery.com](mailto:charitablegiving@jamesavery.com). Or, you can mail the documents separately to the address on page 1 of the form. To allow for adequate time for review and response, submit your request a minimum of 45 days prior to the date of your event.

Required information to be included with this application:

- Proof of 501(c)(3) or similar non-profit status and that donor contributions are tax deductible
- Current list of board of directors
- Mission statement
- Background material on the organization (e.g. fact sheet, brochure, annual report, etc.)

*This information will not be returned to you.*

If you have questions, please call us at 830-353-4734 or email [charitablegiving@jamesavery.com](mailto:charitablegiving@jamesavery.com)

## Guiding Principles

We provide cash contributions and in-kind support to organizations and programs that enrich quality of life in the following areas:

1. Arts and Culture
2. Education and Development of Children
3. The Environment
4. Faith-Based Initiatives
5. Healthcare and Relief

Community organizations that provide services in these areas may apply for the following types of support from James Avery Craftsman, Inc. ("James Avery"):

- A. Contributions of our product to be used for fundraising at events, such as silent and live auctions, allows us to support hundreds of organizations annually
- B. Sponsorship of special events that support the organization's work in the community
- C. Cash contributions for specific programs

## GUIDELINES

We give to as many community organizations as we can, but it is not feasible to fulfill every request. Therefore we only consider organizations and programs that meet the following guidelines:

- We prefer supporting specific programs that provide direct services to beneficiaries which are focused on assisting the broadest spectrum of people in the communities we serve
- We prefer to support organizations that have clearly-stated objectives, long-range planning and active participation from a governing board of directors
- Cash contribution requests may be considered, but are limited
- When providing jewelry as an in-kind contribution, the selection of the particular piece is solely at the discretion of James Avery
- To allow for adequate time for review and response, submit your request a minimum of 45 days prior to the date of your event

### *Mandatory Requirements*

- Is located in a community where we have a company-owned James Avery retail location or major facilities
- Serves the community in one or more of the five areas of emphasis listed above
- Proof of 501(c)(3) or similar non-profit status and that donor contributions are tax deductible
- Has not applied for support in the immediate past 12-months.
- Must submit a completed application, along with all required materials, in order to be considered for support

### *Limitations*

- Past support does not guarantee future support
- Cash contributions and in-kind donations are not normally given to support operating expenses, travel and conferences of any kind, scholarship funds, endowments or past operating deficits
- We do not contribute to schools for project graduation, prom-related events, school teams, booster clubs, or extra-curricular clubs and organizations
- We do not support individuals for any purpose
- We will support faith-based organizations when it is demonstrated that the request is related to providing direct community service in one of the five areas of emphasis listed above

## Charitable Giving Request Application

Contribution and sponsorship requests must be made in writing and will be considered when this completed form and all required support materials are mailed or emailed to:

James Avery Craftsman, Inc.  
Attn: Charitable Giving  
P.O. Box 291367  
Kerrville, TX 78029-1367

charitablegiving@jamesavery.com

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Required information to be included with this application:

- Proof of 501(c)(3) or similar non-profit status and that donor contributions are tax deductible
- Current list of board of directors
- Mission statement
- Background material on the organization (e.g. fact sheet, brochure, annual report, etc.)

*This information will not be returned to you.*

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Name of Organization: \_\_\_\_\_

*All fields are required unless indicated as optional*

Name of Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Apt. or Suite #: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Direct Phone #: \_\_\_\_\_

Fax # (optional): \_\_\_\_\_

Email: \_\_\_\_\_

Web Site (optional): \_\_\_\_\_

Date of Event: (mm-dd-yyyy) \_\_\_\_\_

Deadline to participate: (mm-dd-yyyy) \_\_\_\_\_

Deadline to receive donation item: (mm-dd-yyyy) \_\_\_\_\_

Check the type of support you are requesting:

*All fields are required unless indicated as optional*

- In-kind auction donation of jewelry:
  - Live
  - Silent
- Event sponsorship  
\$\_\_\_\_\_ Amount Requested
- Cash contribution  
\$\_\_\_\_\_ Amount Requested

Check the area of emphasis for which you are requesting support:

- Arts & Culture
- Education & Development of Children
- The Environment
- Faith-Based Initiatives
- Healthcare & Relief

Name of specific project or program:

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Brief description of specific project or program:

Is your organization partnering with any other non-profit group(s)?    yes     no

If yes, please identify these group(s) and what activities are being coordinated.

Who will benefit from this project or program?

Have you lined up additional sponsors? If so, which ones?

Has James Avery supported your organization in the past?

yes       no

If yes, please provide when this occurred and describe the past support.

### Recognition for Event Sponsorships and Contributions

Please outline your proposed acknowledgement of James Avery's participation. (You may attach a list of sponsor benefits, which might include recognition in print materials, signage, etc.)

Please indicate any materials you also request from James Avery for sponsor recognition (optional):

Program ad

Due date \_\_\_\_\_

Specifications (exact size, file format, color or b&w, etc.)

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Logo

Due date \_\_\_\_\_

Specifications (exact size, file format, color or b&w, etc.)

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