



COMMUNITY GIVING POLICY

*This policy is implemented for any request made to
Mike's Famous Harley-Davidson, New London*

POLICY

It is the policy of Mike's Famous Harley-Davidson to review and give fair consideration to all requests from local community organizations and charities. **Mike's Famous Harley-Davidson does not make cash donations or sponsor organizations. We donate promotional items only.**

Approval of community giving requests are granted based on budgetary allotments and working relationships with the organization, with emphasis on children's charities, police and fire/rescue department benefits, and those organizations championed by the biker community that are local. While we strive to approve all requests, the demand simply outweighs our supply.

Budget considerations and decisions for all requests will be done on an annual basis in December for the future year. After the annual approval, community giving will be considered on a case-by-case basis during the balance of the year, if budget dollars remain.

PROCEDURE

1. All requests must be submitted on a Mike's Famous Community Giving Request Form to Mike's Famous Harley-Davidson, New London. It is recommended that the organization submits supporting documents along with this form. We wish to know about the requesting organization, its history and mission, event details, and the importance of a donation from Mike's Famous Harley-Davidson.
2. Submit the request form to Mike's Famous Harley-Davidson, New London. Please be sure to give ample time for review of your request, if submitting after the December annual review deadline. **A minimum of 60 days for review and action on your request is strongly suggested.**



COMMUNITY GIVING REQUEST FORM

Form must be filled out completely for your request to be considered.

**This form must be completed for any donation request made to
Mike's Famous Harley-Davidson, New London, CT.**

ORGANIZATION _____
REQUESTOR NAME _____
MAILING ADDRESS _____
CITY/STATE/ZIP _____
DAY PHONE _____ EVENING PHONE _____
FAX _____ EMAIL _____
ORGANIZATION TAX ID# _____
DESCRIPTION OF DONATION REQUESTED _____

EVENT TITLE _____
EVENT DATE _____
ATTENDANCE AT EVENT _____ COST OF ENTRY TO EVENT _____
SIGNATURE _____ TODAY'S DATE _____

PLEASE PROVIDE A LETTER OF TAX EXEMPTION FROM THE INTERNAL REVENUE SERVICE (IRS)
INDICATING THAT YOUR ORGANIZATION IS A CHARITABLE ORGANIZATION AS DEFINED BY THE IRS.

All requests must be submitted on this form for consideration.

It is recommended that your organization attach documents to support your
request and donation purpose, such as event advertisement or invitation.

Mike's Famous Harley-Davidson is a proud supporter of local community events
and charities. We attempt to fulfill as many of the numerous requests we
receive for donations. Please give at least 60 days processing time for all donation requests.

WE DO NOT MAKE CASH DONATIONS. Please refer to our Community Giving Policy.

SUBMIT TO: **MIKE'S FAMOUS HARLEY-DAVIDSON**
 951 BANK STREET
 NEW LONDON, CT
 PH (860) 574-9200 FAX (860) 445-4513

TO BE COMPLETED BY MIKE'S FAMOUS HARLEY-DAVIDSON, NEW LONDON, CT

APPROVED BY _____ DONATION SENT (DATE) _____

DONATION VALUE \$ _____

COPY TO ACCOUNTING ONCE COMPLETED