

# ROCHE

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WINERY AND VINEYARDS

## **ROCHE WINERY DONATION REQUEST POLICY**

The Roche Family and Roche Winery & Vineyards, LLC, are committed to giving back to communities we serve. Although Roche Winery is pleased to support a variety of non-profit organizations, we primarily focus our charitable giving to local police, fire and rescue agencies and organizations within the San Francisco Bay Area. We do our best to support philanthropic causes close to our current Carneros Club (wine club) members, Futures customers, and employees of Roche Winery & Vineyards.

On average, Roche Winery receives more than ten (10) requests per week for donations. Your organization's request for donation is important to us, but due to the high number of requests received, we have enacted a donation policy. Please see our policy below.

### **Donation requests will not be considered unless they comply with all of the following guidelines:**

- Please see the attached "Donation Request Form" and complete. An incomplete "Donation Request Form" will not be accepted.
- With the completed "Donation Request Form," attach a cover letter on your organization's letterhead. The letter must include:
  - Your organization's non-profit Tax ID#
  - Date, time, and place of event
  - Details how Roche Winery can help your organization and its fundraising efforts.
- The "Donation Request Form" and the cover letter ***must be received by Roche Winery no later than six (6) weeks before the date of the event and/or delivery of the donation is required.***

Donation requests must be **emailed to [jean@rochewinery.com](mailto:jean@rochewinery.com), ATTN: DONATIONS** - or - **mailed to: Roche Winery, LLC, ATTN: DONATIONS, 122 West Spain Street, Sonoma, CA 95476.**

Within 21 business days Roche Winery is in receipt of your request, per the above guidelines, our winery generally responds by email as to whether we can honor your donation request. Submitting a donation request per the above guidelines does not guarantee a donation. Please also note:

- The majority of Roche Winery donations we give are NOT wine donations; rather they are often private wine or barrel tastings for small groups at our downtown Sonoma tasting room.
- Roche Winery will not accept any donation requests via phone nor in-person solicitations.
- Roche Winery is not responsible for delivery or shipment of donated items.
- Roche Winery does not provide cash donations.

Thank you for considering Roche Winery for participation in your upcoming event and/or fundraising. We wish you the best of luck in your efforts!

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## Donation Request Form

### Donation Contact / Donation Solicitor

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

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone #2: \_\_\_\_\_

- I am a Roche Winery Carneros Club (wine club) Customer. Name on account: \_\_\_\_\_
- I am a Roche Winery Futures Customer. Name on account: \_\_\_\_\_
- I am not a Roche Winery Carneros Club (wine club) or Futures Customer.

### Organization / Charity

Name: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ 501(c)(3) Tax ID: \_\_\_\_\_

### Fundraising / Event Details

Name of Event: \_\_\_\_\_ Date: \_\_\_\_\_

Event Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Event Website: \_\_\_\_\_

- Will this donation be part of (*check all that apply*):
- Live Auction  Silent Auction
  - Catalog  On-Line Auction

Describe Event Details **and** donation you seek (i.e. other wineries participating, expected attendance, fundraising goal, etc.)

Roche Winery will be promoted through (*check all that apply*):

- Auction Catalog  Print Ads  On-Site Banner
- Event Program Booklet  Media / PR Releases  On-Site Promo. Display of Winery Materials
- Event/Charity website  Email Campaign  Social Media (Facebook, etc.)
- Other (*please explain*): \_\_\_\_\_

Donation requests will not be considered unless they comply with all of the following guidelines:

- Complete this "Donation Request Form." An incomplete "Donation Request Form" will not be accepted.
- With the completed "Donation Request Form," attach a cover letter on your organization's letterhead. The letter must include: 1) Your organization's non-profit Tax ID#. 2) Date, time, and place of event. 3) Details how Roche Winery can help your organization and its fundraising efforts and 4) donation you seek.
- The "Donation Request Form" and the cover letter ***must be received by Roche Winery no later than six (6) weeks before the date of the event and/or delivery of the donation is required.***

Within 21 business days of the receipt of your request, you will receive a response by phone or by email as to whether Roche Winery can honor your donation request. Submitting a donation request per the above guidelines does **not** guarantee a donation.

**MAIL TO:**  
 Roche Winery, LLC  
 ATTN: DONATIONS  
 122 West Spain St.  
 Sonoma, CA 95476

**OR EMAIL TO:**  
 jean@rochewinery.com  
 ATTN: DONATIONS