



## Charitable Donation Request



The Founders Inn and Spa recognizes that community support and fund raising is integral to the success of your organization. We take great pride in the time and resources we give to support the community. Through local employee volunteering and partnerships in Hampton Roads, we support causes that have the greatest impact on our community. Our organization receives a significant number of requests weekly and we have contributed to a number of worthy causes including:

- Leukemia & Lymphoma Society
- Orphan's Promise Foundation
- American Heart Association
- Children's Hospital of King's Daughters (CHKD)
- Physicians for Peace
- Boy & Girl Scouts of America

Requests that follow the procedures listed below will be reviewed individually and receive equal consideration. A written response will be provided within 30 days of our receipt advising the status of the request.

### Request Procedure:

1. All requests must be made in writing, on official letterhead and include the following information:
  - a. Full name of the requesting organization
  - b. Name and title of contact person
  - c. Complete mailing address
  - d. Phone number
  - e. Non-profit or tax identification number
  - f. A brief summary of the organization including a clear description of its purpose or mission, those who benefit from it and the geographic area in which it operates
  - h. Details of the event, including date, purpose, expected attendance and beneficiaries.
2. All requests must be received a minimum of 60 days in advance of the event.
3. The Founders Inn and Spa does not donate cash.

4. Phone calls requesting a donation or inquiring about the status of a donation request will not be accepted.

5. Written requests should be sent to:

The Founders Inn and Spa

Attn: Donations Committee

5641 Indian River Road, Virginia Beach, VA 23464

Thank you for your interest and we wish you success with your event.