



## **CHARITABLE DONATION REQUEST POLICY**

We receive an overwhelming number of requests annually for donations benefiting many worthy causes, both locally and nationwide, and while we would like to support every cause, it is just not possible. We are governed by an annual budget for this purpose and will help when we can, but unfortunately, cannot grant every request.

### **Request Procedure**

1. ALL requests must be made in writing, on official letterhead listing the following information:
  - a. Mailed/faxed/emailed or hand delivered to the attention of Donation Committee.
  - b. Name of organization or charitable event.
  - c. Contact name and address.
  - d. A brief summary of the organization, including a clear description of its purpose, those who will benefit from it and the geographic area in which it operates.
  - e. Donations (for golf packages) require either email addresses or mailing addresses (mailing list of attendees) so we can contact them regarding our support. If you will agree to provide this list, we will be glad to send you a certificate for your charity event/fundraiser.
  - f. 501C3, non-profit or tax ID number
  - g. Details of the event/fundraiser and the date it is being held.
  - h. **All requests must be submitted a minimum of 60 days in advance.**
2. Pine Needles | Mid Pines | Southern Pines does not donate monetary amounts of any kind, for any event.
3. Phone calls requesting a donation, or inquiring about the status of a donation request, will not be accepted. All requests must be in writing under the guidelines stated above. Written requests should be sent to:

**Donation Committee**  
**Attention: Debbie Kelly**  
**Pine Needles Lodge & Golf Club | Mid Pines Inn & Golf Club | Southern Pines Golf Club**  
**Post Office Box 88**  
**Southern Pines, NC 28388**