



# Sponsorship & Donation Guidelines

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- Our primary focus is to support organizations that are within 10 km of an Otter Co-op location
- Priority is given to organizations that support Otter Co-op through membership, recognition, and purchasing of products.
- Co-op donations are intended for organizations, not individuals
- Co-op is unable to subsidize partisan organizations. Co-op can support religious organizations provided the funds are utilized for a local community initiative.
- Co-op prefers to support youth sports leagues as opposed to individual teams
- Recipient organizations are eligible a maximum of twice per year
- As donation funds are limited, past support of an organization or event does not guarantee future support
- Requests are reviewed on the first Thursday of every month, when the Community Relations Committee meets to evaluate all received applications
- Co-op may also provide financial support for:
  - Community events open to the public or a significant portion of the public (eg. Activities related to stat holidays)
  - Community activities and events that will raise funds for the general benefit of the residents in each Otter location (eg. Charitable foundation events benefiting the community)
  - Activities and events that will raise funds for the benefit of an individual or family resident near an Otter location who is suffering from a personal crisis (eg. Loss resulting from a fire or illness)
  - Local activities associated with national fundraising efforts, provided such activities would have demonstrated direct or indirect benefits to the residents of Otter locations
- Please remember that we receive many donation and sponsorship requests. Unfortunately, it is impossible to fill every request due to limited financial resources and the many communities that we serve. Our decisions are based on the recipient's support with Otter Co-op and the number of people who will benefit
- Groups that have either canceled late, no-showed, failed to recognize Otter Co-op as agreed or had other performance issues may not be considered for future dates
- Applications from non-Co-op members will only be considered in rare circumstances
- Incomplete applications will not be considered
- Please note that we will only accept applications for donations and sponsorships that are filled out using the Otter Co-op Sponsorship and Donation Application form. You may attach your written letter and sponsorship package if available. If you are unable to complete the online form, please email [community@otter-coop.com](mailto:community@otter-coop.com) and alternative arrangements will be made.
- Otter Co-op will provide additional consideration to causes that allow us to promote Otters contribution to the success of your cause