

# National Distributors, Inc.

## CHARITABLE GIVING POLICY

National Distributors, Inc. supports many charitable and civic organizations, both with cash and in-kind contributions. We are committed to building ties within our communities with a specific focus on children, education and health. We make every effort to assist in programs and resources that support and enrich the families of our employees. If you are a philanthropic organization and desire to be considered for a donation, we ask that you first review the guidelines below.

### Tax Exempt Status

Our policy is to focus our support on those organizations that have been recognized as tax exempt, not-for-profit organization, under Section 501(c)(3) of the Internal Revenue Code.

### Geographic Limitations

Although we do not limit our giving to local organizations, we do give preference to organizations supporting the local community, in the areas that we serve.

### We Give Directly to Charities

Although we do not limit our giving to local organizations, we do give preference to organizations supporting the local community, in the areas that we serve.

### Limitations

Because we receive more requests than we can fund, National Distributors, Inc. generally does not offer support for the following types of requests:

- Individuals, including scholarships or travel expenses
- Political Organizations
- Religious Organizations

### Donation Request Process

Donation requests must be submitted in writing and received at least 60 days in advanced. Requests will not be taken over the phone. Written requests should include the following:

- Contact name, address and phone number
- Brief description of your organization
- Purpose of the project
- Description of your request (cash or in-kind donation) and a brief explanation of how the donation will be used. If requesting in-kind donation, please include the amount or number needed.
- The outreach of your project. How many people are you expecting and what impact does it have on the community?

### Send Donation Requests to:

Lynn Richards at  
lrichards@nat-dist.com or

National Distributors, Inc.  
Attn: Lynn Richards  
116 Wallace Avenue  
South Portland, ME 04106

or call (207)773-1719 x3343

Our Executive Leadership Team reviews all requests on a weekly basis and will contact applicants within 2 weeks.