

## Instructions

### 1. Save this PDF form to your computer

- Select *File > Save Page As* (*File > Save As* or select the *Download Icon*)
- Choose the file location on your computer (Remember the file location as you will need to browse to find this file)
- Name the file with the name of your organization
- Select *Save*
- Close your browser window as it is no longer needed

### 2. Fill out the form

- Navigate to the file on your computer
- Open with Adobe Acrobat (If you do not have Adobe Acrobat Reader download it for free at <http://www.adobe.com/products/reader.html>)
- Please read through our guidelines on the next page and fill out the form on the next few pages
- Once you have filled out the form, please save it again

### 3. Send this completed form and supporting documents to us

- Submit your request a minimum of **60 days prior** to the date of your event to allow for adequate time for review and response.
- Email the application and supporting documents to [charitablegiving@jamesavery.com](mailto:charitablegiving@jamesavery.com)
- You may also mail to:  
James Avery Artisan Jewelry  
Attn: Charitable Giving  
P.O. Box 291367  
Kerrville, TX 78029-1367

## Guiding Principles

We provide limited cash contributions sponsorship of special events and in-kind support to organizations and programs that enrich quality of life in the following areas:

- Arts and Culture
- Education and Development of Children
- The Environment
- Faith-Based Initiatives
- Healthcare and Relief

James Avery Artisan Jewelry reserves the right (in its sole discretion) to make all determinations regarding the organizations and programs to which it will provide support.

## Guidelines

We give to as many community organizations as we can, but it is not feasible to fulfill every request. Therefore we only consider organizations and programs that meet the following guidelines:

- Programs must provide direct services to beneficiaries and be focused on assisting the communities we serve
- Organizations must have clearly-stated objectives, long-range plans and active participation from a governing board of directors
- In-kind contributions are chosen solely at the discretion of James Avery Artisan Jewelry
- To allow for adequate time for review and response, submit your request a minimum of **60 days prior** to event date
- Please note: past support does not guarantee future support. You must send a new application and reapply each year

## Mandatory Requirements

The organization must:

- Be located in a community where we have company-owned James Avery retail location or major facilities
- Serve the community in one or more of the five areas of emphasis listed above
- Provide proof of 501(c)3 or similar nonprofit status
- Not have applied for support in the immediate past 12-months
- Submit a completed application and required documentation to be considered for support
- Submit logo usage in any print or digital recognition to James Avery **72 hours prior** to publishing and posting online.

## Limitations

- We do not support individuals or for profit organizations of any kind
- Cash contributions and in-kind donations are not given to support:
  - Operating expenses
  - Travel and conferences
  - Scholarship funds
  - Endowments or past operating deficits
  - Government or political organizations or candidates
  - Third-party fundraising groups
  - Project graduation, prom related events, school teams or extracurricular clubs, school bands, booster clubs/organizations

**Charitable Giving Request Application**

Contribution and sponsorship requests must be made in writing and will be considered when this completed form and all required support materials are mailed or emailed to:

**Please download and fill out this application. After it is complete, save and email to:**  
charitablegiving@jamesavery.com

**Mail to:**  
James Avery Artisan Jewelry  
Attn: Charitable Giving  
P.O. Box 291367  
Kerrville, TX 78029-1367

**For Internal Use only**

Date Received: \_\_\_\_\_

Approved: \_\_\_\_\_

Declined: \_\_\_\_\_

Reason for Declination: \_\_\_\_\_

Date to Send: \_\_\_\_\_

Approved by: \_\_\_\_\_

**Required information\*:**

- Proof of 501(c)(3) or similar nonprofit status and that donor contributions are tax deductible
- Mission statement
- Background material on the organization and event or program for which you are requesting support

**\* Your application will be declined if any of the required documentation and information is missing. Documentation submitted with the application will not be returned to you.**

Name of Organization: \_\_\_\_\_ Federal EIN # \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Apt. or Suite #: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Closest James Avery Retail Store: \_\_\_\_\_

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

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

Website (optional): \_\_\_\_\_

Name of Event/Program: \_\_\_\_\_

Date of Event: (mm-dd-yyyy) \_\_\_\_\_ Fundraising Goal: \_\_\_\_\_

Anticipated Number of Attendees: \_\_\_\_\_

Check the type of support you are requesting:

In-kind auction donation of jewelry:

Event /Cash Sponsorship \$ \_\_\_\_\_ Amount Requested

Check the area of emphasis for which you are requesting support:

Arts & Culture

Faith-Based Initiatives

Education & Development of Children

Healthcare & Relief

The Environment

Organization Mission Statement:

Brief description of specific project or program:

Is your organization partnering with any other nonprofit group(s)?    yes    no

Event Description

Has James Avery supported your organization in the past?    yes    no

If yes, please provide when this occurred and describe the past support.

Have you lined up additional sponsors? If so, which ones?

## Recognition for Event Sponsorships and Contributions

Please select how you will acknowledge James Avery support and participation. You may attach a list of sponsor benefits. You may attach a list of sponsor benefits or check the boxes below.

Facebook

Signage

Announcements

Direct Mail Piece

Instagram

Advertising

Press Releases

Brochure

Twitter

Print

Newsletter

Invitation

Website

Digital

Email

TV/Radio

I acknowledge I will send all event/organization promotional materials and news releases to James Avery Artisan Jewelry for review and approval 72 hours before publication/posting.

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Signature

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Date