

	Perfetti Van Melle USA Policy & Procedure: Candy Donation	Edition/Revision: 1/0
		Date of issue: 8/2017

1. Introduction

Perfetti Van Melle USA firmly believes in giving back to the community. Our candy donation program allows local, approved non-profit organizations the opportunity to acquire candy.

2. Purpose

The purpose of this policy is to outline Perfetti Van Melle USA's candy donation program.

3. Scope

This policy applies to local, approved non-profit organizations.

4. Process

Based on availability and nature of application local, approved non-profit organization may be granted candy. The amount of candy received will be based on availability. The approved non-profit organization will complete the highlighted sections of the form below before being considered. A tax exemption ID number must be submitted with the request. **All requests should be made in writing using the attached form. Please save the form and email it back to the donations@perfettivanmelle.com email address.**

5. Responsibilities

All requests for candy donations require a completed candy donation form. Any candy provided is a donation and is not for resale. Copies of this policy and form will be located on the Sweet Spot.

	<h2 style="color: blue;">Perfetti Van Melle USA</h2>	Edition/Revision: 1/0
	<p>Policy & Procedure: Candy Donation Form</p>	Date of issue: 8/2017

TO: Perfetti Van Melle Candy Donations

PURPOSE: Charitable Candy Donation

The employee or organization listed below has solicited a charitable candy donation. If we do not have product to donate, please return this form to the Logistics Coordinator in order to notify the organization/agency.

TAX EXEMPTION ID #: _____

ORGANIZATION/AGENCY: _____

ORGANIZATION/AGENCY ADDRESS: _____

CONTACT PERSON: _____

CONTACT PHONE#: _____

EMAIL ADDRESS: _____

PURPOSE OF DONATION: _____

DATE NEEDED: _____

QUANTITY: Total # of Airhead Bars Needed _____

Please save the form and email it back to the donations@perfettivanmelle.com email address.

Office Use Only

PVM Approved : _____

_____ BULK BOX(ES)

CANDY DONATIONS CANNOT BE SOLD

DONATION RECEIVED BY: _____

PVM WAREHOUSE EMPLOYEE: _____

DATE PICKED UP : _____