Ancestor Coffeehouse & Crêperie Donation Policy

Overview:

Ancestor Coffeehouse & Crêperie strives to be a community-minded business, which supports the towns, and school districts in which each restaurant is located.

Guidelines:

Only requests from the following will be given serious consideration:

- Cornwall-Lebanon School District
- Lebanon School District
- Palmyra School District
- Towns, Townships, Cities within a 10 mile radius of each restaurant
- Special requests from team members

<u>Items That May Be Donated:</u>

- Gift Cards not to exceed \$100 in value
- Gift Baskets not to exceed \$100 in value
- Cash not to exceed \$25 in value
- Use of the space if available, and food/beverage for special events
- Note: Change containers by the register will not be allowed

Process:

- Requests are submitted, in writing
- Any request that does not meet the Guidelines will not be considered
- Requests that do meet the Guidelines will be reviewed and approved based on the amount of the request and budgetary ability
- All approved requests will be filed for tax purposes and future review

Budget:

- Cornwall: \$1,000/calendar year
- Campbelltown: \$1,000/calendar year
- When the budgeted amount reached at one location, funds can be used from another, if available