



33 Coffee Lane, Waterbury, VT 05676  
donations@gmcr.com

## Corporate Donation Request Guidelines

Corporate Donations are an important aspect of GMCR's community involvement. Our social contributions are a large part of who we are, and we take pride in our abilities to help in your cause. In fact, 5% of our pre-tax income goes directly to social responsibility initiatives. While we try to fulfill all requests, we do have guidelines for our coffee donations. We appreciate your understanding and compliance with the guidelines below, as well as your continued support of GMCR.

- All donation requests must be received at least two weeks prior to the requested ship/pick up date. There are no exceptions.
- Green Mountain Coffee has the right to determine the amount of coffee that you will receive. We try to accommodate your needs, but realize we do have limitations.
- Green Mountain Coffee Roasters donates one time per calendar year to an organization.
- We do not lend out any form of equipment. Usually brewing equipment can be found at your local rental establishments.
- If the organization is located in Washington County, Vermont the requestor must pick up their donation request at our facility in Waterbury, VT.
- A copy of your 501c-3 non-profit status certificate is required for our records for each request submitted.
- We do not ship to Post Office Boxes.

### Definitions:

**Auction Item:** Auction items will be determined by our inventories. Auction items can be requested in addition to a request for coffee product to be brewed at your event

**Raffle Item:** A raffle item consists of one 10oz. Bag of Fair Trade Organic House Blend® coffee and one 16oz. Green Mountain Coffee Roasters travel mug. These are gift boxed for your convenience.

**Give-A-Ways:** These are our 1.75oz fractional coffee packages. They are pre-ground and will brew one 10 cup pot of coffee (designed for a home brewer). These will be used for events that have "goodie" bags and are requesting sample packages, or if you are brewing in a home-style brewer at your event. Limit is 100 packages per request.

**Cup Brewing:** Coffee package size and quantity will be based on the expected number of attendees.

**Cups/Misc.:** Cups are 10oz. paper with our GMCR logo. All cup brewing donation requests will receive a table tent - "Donated by Green Mountain Coffee Roasters". We ask that you please display the table tent(s) and catalogs, if sent. Lids may be provided upon request only. Sugar packets and stirrers are available for groups of 900 or more. Please make a note on the request form if this applies to your event.

**Pick Up:** We ask that if you are located in Washington County, Vermont that you pick up your donation request at our facility in Waterbury, VT. Our business hours are Monday through Friday from 8:00am – 5:00pm. If after three (3) days you fail to pick up your donation, it will be put back in inventory. A confirmation pick up date will be forwarded to you via email. Please provide your contact email on the request form.

Shipping: If you are outside Washington County, VT, we will ship your donation to you via Federal Express. We cannot ship to PO Boxes.

Thank you for taking the time to review our Corporate Donations guidelines. Please complete the Donation Request Form, and return it along with a copy of your 501c-3 non-profit certificate. You can send this to us via facsimile at (800 644-3522), via email at ([donations@gmcr.com](mailto:donations@gmcr.com)), or via US Mail at Attn: Customer Care, Donations Department, Green Mountain Coffee Roasters, 33 Coffee Lane, Waterbury, VT 05676. You will receive a confirmation from us once your request has been processed and a shipping date has been assigned. We usually ship the donation a month prior to the event.

To learn more about Green Mountain Coffee Roasters please visit us at [www.greenmountaincoffee.com](http://www.greenmountaincoffee.com)