



COMMUNITY SPONSORSHIP GUIDELINES

As Clarksville's only independent, locally-owned, full-service, natural foods retailer, we aim to foster a high degree of community involvement. The Clarksville community is why our business exists, so we value it, our neighborhoods, and our loyal customers. In the same vein, we receive countless requests for donations each year. While the goal is to reach as many people as possible, as a small business with limited resources, we are unable to extend donations to every request we receive. However, we consider all requests and provide donations to a great many.

To submit a request for donations or community sponsorship, please understand the following:

- Each request for sponsorship, donations, or community involvement begins with a completed donation request form. **All requests must be received at least 60 days prior to the requested event date.** Please email or regular mail the form and any supplemental materials.
- Requests we will highly consider: donations to non-profit organizations and/or schools in our store's neighborhood – particularly those groups or events whose mission and work are similar to The Market @ The Tree of Life Center. We also highly consider donation requests for events or involvement related to food, health, the environment, and a multitude of other social topics. We are more likely to select requests made by our regular customers.
- Please note: we do not make monetary donations. Any cash-type donation will be in the form of store credit. We do not donate to individuals, events such as walkathons, or religious organizations.

Please keep in mind that completion of the donation request form does not automatically ensure fulfillment of your request.

Once you submit your donation request and supplemental materials, please allow us to contact you for more information, or to accept or decline your application.

OTHER COMMUNITY INVOLVEMENT AND FILMING LOCATION REQUESTS

If you are seeking community involvement that is not outlined on the donation request form, please email hr.tolcenter@gmail.com with any/all information, and we will try to assist you. We usually cannot accommodate requests for use of our stores as filming and/or photography locations, however, these requests are assessed on a case-by-case basis.

Community Sponsorship Request Form



Completed requests forms and supplemental materials must be received **60 days** in advance of your event to be considered. Please read and consider our Community Sponsorship Guidelines before submitting your request.

Today's date: _____ Your organization: _____

Date of your event: _____ Tax ID#: _____

Address of your organization:

Contact name(s):

Contact email address(es):

Phone numbers(s):

Purpose of donation:

What type of donation do you request?

When can the donation be picked up from The Market @ The Tree of Life Center?

In what ways will the donation benefit our community?

In what ways will you recognize The Market @ The Tree of Life Center before and during your event?

Please submit this completed form with your organization's 501c3 as well as any materials detailing benefits of sponsorship, including any supplemental materials via email (hr.tolcenter@gmail.com) or via mail (The Market @ The Tree of Life Center, ATTN: HR Office, 30 Crossland Avenue, Suite 205, Clarksville, TN 37030). Please note that not every completed request will result in a donation.