

# DONATION & SPONSORSHIP GUIDELINES

At Klose's Foodland Supermarkets, we are committed to the Adelaide Hills communities we serve.

In order to coordinate our efforts and remain fair and consistent in our giving to organisations, we have guidelines for community donations and sponsorship requests. Klose's Foodland Supermarkets continues to focus its community support in the areas in which it has a retail presence, which currently include Balhannah, Birdwood, Littlehampton, Lobethal, Woodside and thier surrounding communities.

In addition, we have defined four areas of interest for our community support, which include:

- Local schools, kindergartens and educational organisations
- Heritage and historical groups and associations
- Local service clubs and community groups
- Local sports and recreation

*We reserve the right to exclude groups that are not based in our local community or are not aligned with our vision of community support. In addition we do not donate to or sponsor individuals.*

## How can Klose's help?

Klose's can provide assistance in various forms. It may include a monetary contribution, shopping vouchers, products or gift hampers.

## What do Klose's expect in return?

In some cases we don't expect anything in return, however we always appreciate any exposure you can give our business.

This may include:

- placing Klose's logo or details on your organisations newsletter, website, programme etc.
- displaying Klose's signs or banners at your event.
- acknowledging Klose's over the PA system at your event.

For sporting club sponsorships we may also be interested in having our logo on your club uniforms and/or erecting a sign at your club's facility.

## How to request Support

Our passion for supporting worthwhile causes is as strong as ever. To request support, we ask that you follow the guidelines set out below.

- Requests for donations or sponsorship are required at least two weeks prior to your event.
- Please submit your request on an official letterhead of your organisation.
- Correspondence should include:
  - your purpose for writing, describing the details of the event/activity.
  - the date of the event (if applicable).
  - the type of donation you are looking for.
  - any other information or reasons we should consider your request.
  - the name of contact person, including postal address, phone number and e-mail address.

Following the submission of your Donation Request we may contact you to ask for additional information.

## APPLICATION PROCESSING

Fax to: 08 8389 6931

Email to: [sponsorship@klose.com.au](mailto:sponsorship@klose.com.au)

Mail to: Sponsorship Coordinator  
Klose's Supermarkets  
24 Main Street  
Lobethal SA 5241