

# Charitable Donation Requests

The Winery at Wilcox is a strong supporter of the community and we are always happy to support it in any way we can.

We wish it were possible to honor all requests but that is not always the case. Due to the overwhelming number of donation requests we receive, we do have a process that we ask you to follow. In order for us to be able to consider donations completely and fairly, we will only consider donations that fall under our request criteria.

Please read the following document to better understand our request procedure:

- Donation requests MUST be made at least 30 days prior to the event date.
  - Donation requests will be reviewed at the beginning of the month.
  - All requests must be typed on organization letterhead and include all pertinent information pertaining to the event.
  - Please include date, time, and location of event and any appropriate supporting documentation.
  - Please include organization contact person and how best to reach them.
  - All requests must be mailed or emailed (phone requests will NOT be accepted).
  - Requests received that do not include the above information will not be considered.
  - Only those donation requests we approve will be notified via email .
  - Your contact person is responsible for arranging pickup or shipment of any donations.
  - We cannot legally donate alcohol.
- PLEASE, DO NOT CALL TO CHECK ON A SUBMITTED DONATION REQUEST. WE APPRECIATE YOUR PATIENCE AND UNDERSTANDING.

All decisions to donate will be made to the contact person via preferred method of contact (phone or email only) If we elect not to donate, please know that this does not imply that the cause is not worthy in any way, just that it may not fall within our guidelines or budget.

Requests for donations for Wilcox can be made in writing to:

ATTN: Donation Request The Winery at Wilcox 1867 Mefferts Run Road, Wilcox PA 15870

email: [info@wineryatwilcox.net](mailto:info@wineryatwilcox.net)

Requests for donations for the DuBois outlet can be make in writing to:

ATTN: Donation Request The Winery at Wilcox 5522 Shaffer Road Suite 122, DuBois, PA 15840

email: [dubwineshop@wineryatwilcox.net](mailto:dubwineshop@wineryatwilcox.net)

Requests for donations for the Settlers Ridge outlet can be made in writing to:

ATTN: Donation Request The Winery at Wilcox 1940 Settlers Ridge Center Drive Robinson Township, Pittsburgh, PA 15205

email: [settlersridge@wineryatwilcox.net](mailto:settlersridge@wineryatwilcox.net)

Thank you from the staff at the Winery of Wilcox.