



CHARITY/DONATION GUIDELINES

4301 SCOTTS VALLEY DR. SCOTTS VALLEY, CA 95066
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Scotts Valley Spa & Boutique is an active member of our community, and as such we consider it our responsibility to give whenever possible to support as many organizations in need as we are able. The number of requests makes it necessary for us as a business to instill some guidelines to help streamline the request process and make sure we give as equally as we can.

Therefore, our guidelines to those seeking donations are as follows:

- Requests for donations will be reviewed every month. Organizations will be notified as to our ability to donate or not, which is heavily dependent on our budgets set for that time of year.
- Requests for donations must be given at least two months in advance of the actual fundraising event to be considered.
- Due to time constraints and staff workload, no requests will be accepted by phone. All requests must be in written form and supplied by fax, email, or mailed in. Contact information for these options appears below.
- Information we need in order to consider a donation:
 - Charity Name and description of what it does and for whom
 - Tax ID Number
 - Event name, date and description
 - Contact name, phone number, address and email
 - How will our donation be used at the event?
 - What exposure will be given to those donating?
 - What is the expected attendance at the event?
- To send in a request...

By mail: 4301 Scotts Valley Dr. Scotts Valley, CA 95066

Email: info@scottsvilleyspa.com

Fax: (831) 439-8900

Thank you!