

Keller Logistics Group and Affiliates

Sponsorship and Donation Policy

created May 2019

Sponsorship: Partnering with external organizations via financial support or other help in exchange for advertising or promotional recognition.

Donation: A voluntary contribution of monetary or non-monetary gifts to external organizations with no expectation of return service or payment.

It is our social responsibility to provide reasonable support to nonprofit local organizations and events within the communities we do business, and in which our employees reside. Due to the number of sponsorship and donation requests we receive annually, we are unable to fulfill all requests, however, we make every effort to accommodate as many requests as possible.

This Sponsorship and Donation Policy ensures alignment of our social responsibility with our business goals, fostering long-term business relationships and maximizing corporate visibility opportunities while maintaining our budget and resource limitations.

This policy establishes a central point of contact and process for internal and external requests in order to eliminate duplication and to ensure compliance of our established brand standards.

- All requests for sponsorships, charitable donations, in-kind services, or giveaways must be submitted online via the Donation and Sponsorship Form located on the Community Service page at kellerlogistics.com or by sending us a written request along with the event flyer, etc.) that includes sponsorship details for review and consideration. **Verbal requests are not accepted.**
- A W9 form for the requesting organization is required for all monetary requests to process payment through our Accounts Payable department. To ensure a timely response to your request, please provide the W9 by emailing it to marketing@kellerlogistics.com if submitting the online Sponsorship & Donation Form, or include a copy when mailing the sponsorship event flyer to *Keller Logistics Group, Attn: Marketing Sponsorship/Donation, 24862 Elliott Rd., Defiance, OH 43512.*
- Paperwork must be received no less than three (3) weeks prior to your event to ensure time to process through our system.
- Please provide contact information in cases involving follow-up documentation, ads, banners, tickets, etc.
- Please keep in mind submitting a request does not guarantee an organization will receive a donation.
- Requests by third party organizations conducting fundraising on behalf of nonprofit groups/organizations will not be honored. Contributions will only be made directly to the qualifying nonprofit organization.
- Solicitations for political campaigns/candidates, individuals, or organizations that are not nonprofit will not be considered.