

# MOSCOW FOOD CO-OP

## COMMUNITY CONTRIBUTIONS GUIDELINES

The Moscow Food Co-op is pleased to be able to offer modest donations to a variety of community nonprofit organizations. Most of our support is provided in the form of Co-op **gift cards**, which may be used as door prizes or silent auction items. Gift cards are redeemable at the Moscow Food Co-op. We can sometimes offer a **discount** for merchandise purchased at the Co-op for special events, such as food and non-alcoholic beverages. Occasionally, we are also able to donate **store merchandise**.

We encourage community non-profit organizations to apply for our **Dime in Time** grant program, and our **Impulse Giving** program, which allows Co-op customers to donate any amount of money to participating organizations at the Co-op cash register. Any organization awarded a Dime in Time Grant will be automatically added to the Impulse Giving program. For information on how to apply for these programs, please visit our website at [www.moscowfood.coop](http://www.moscowfood.coop) or contact Carol Spurling at [outreach@moscowfood.coop](mailto:outreach@moscowfood.coop).

Our community contributions budget is limited, so we advise you to **apply, in writing or via email, a minimum of six weeks in advance** of your event or the date by which you need the donation, whichever is earlier. In order to best use our staff time and to fairly consider each request, we will **not** consider donation requests made over the phone or in person, or received less than 30 days in advance of the event or the date by which you need the donation. Requests will be responded to in writing or via email, not over the phone or in person.

In order to qualify for a cash or in-kind charitable contribution, organizations must:

- Be nonprofit (that is, a public library, public school, or charitable organization as described in IRS Section 501(c)(3)) and nonpartisan (that is, not affiliated with or promoting any specific political party or candidate);
- Be non-discriminatory on the basis of any legally recognized category including but not limited to race, creed, gender, national origin, age, sexual orientation, or physical disability; and
- Not be using the contribution to advance a particular religious belief (religiously affiliated schools are not disqualified so long as they are located in the area and the contribution supports the school in general and not the church/synagogue/mosque or religion in particular).
- Use the contribution for specific projects or events rather than promotions or operations.

Priority is given to local organizations and events that are aligned with Moscow Food Co-op's Ends Policies, which are:

### **POLICY A1: COMMUNITY/SERVICES**

The Moscow Food Co-op will be a catalyst to building a diversified community concerned with sustainability.

To this end we will:

- 1 Conduct our business in a way that is compatible with our mission and provides services that reflect the needs and desires of the community.
- 2 Have an ongoing relationship with other organizations and businesses and in our community and collaborate on neighborhood events.

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Approved by the Board of Directors, on May 13, 2008

## **POLICY A2: FOOD**

The Moscow Food Co-op will focus on foods and other products that are environmentally sound and socially responsible and which promote the health and sustainability of the individual and the planet.

To this end we will:

- 1 Provide a product line that ranges from bulk to gourmet foods, and is flexible enough to include foods that reflect the needs of the community we serve.
- 2 Remain committed to providing fresh, local and organic choices and promoting sustainable agriculture.
- 3 Provide information that will help people make sound decisions regarding their food choices as well as other products we sell.
- 4 Provide resources to help people learn how to prepare the foods that we sell.

*This policy will be monitored annually by internal report.*

Approved by the Board of Directors, on July 5, 2008

## **POLICY A3: IMAGE AND IDENTITY**

The Moscow Food Co-op will be recognized as a vibrant focal point of the Palouse, embedded in our community and linking it with the broader co-operative movement.

To this end we will:

- 1 Purposefully give preference to spending our financial resources within both our geographic and cooperative community.
- 2 Maintain a friendly welcoming ambiance.
- 3 Celebrate and communicate our rich history, recognizing the linkages of this history as we plan for our future.
- 4 Initiate and collaborate with other organizations in events that promote the values and the uniqueness of Moscow Food Co-op in the community.
- 5 Develop strategic relationships and initiatives with other co-ops to strengthen our own co-op.

*This policy will be monitored annually by internal report.*

Approved by the Board of Directors, on October 14, 2008

## **POLICY A4: BUSINESS**

Moscow Food will be a strong, stable, thriving neighborhood based business that provides an economic advantage for its members and living wages for its staff.

To this end we will:

- 1 Operate a financially stable business providing a meaningful economic benefit to our members.
- 2 Build the "member owner" base in numbers, involvement and loyalty at the same time as we maintain an atmosphere where nonmembers also feel welcome.
- 3 Evaluate and develop services, products and physical space necessary to serve the significant needs of our members, neighborhood and market area.
- 4 Continue to strengthen our bonds with current business partners and explore and evaluate other business initiatives which bring further value to our members and customers.
- 5 Create a vital work environment for our staff built upon a foundation of sustainable values and ethics and providing meaningful compensation and professional development
- 6 Work with our community to ensure the continued viability of the Downtown Moscow Business District.

*This policy will be monitored annually by internal report.*

Approved by the Board of Directors, on May 13, 2008

If you have questions about your request or these guidelines, please contact Carol Spurling, outreach and ownership coordinator, at [outreach@moscowfood.coop](mailto:outreach@moscowfood.coop).

# MOSCOW FOOD CO-OP

Your name: \_\_\_\_\_ Today's date: \_\_\_\_\_

Contact daytime phone number: \_\_\_\_\_

Contact email: \_\_\_\_\_

Organization requesting donation: \_\_\_\_\_

Address: \_\_\_\_\_

Organization phone: \_\_\_\_\_ Website: \_\_\_\_\_

Does this organization have charitable status (501)(c)(3)? \_\_\_\_\_

Please describe your organization's purpose or mission:

Date and location of event: \_\_\_\_\_

Type of donation you are requesting:

Co-op gift card

One-time store discount

Other (please explain):

When do you need the donation? \_\_\_\_\_

Please describe the event or purpose for which you are requesting a donation (please feel free to attach additional information—flyers, posters, announcements, etc.):

**How many people do you expect at this event?** \_\_\_\_\_

How will Moscow Food Co-op's participation be acknowledged?

You may fax this form to the attention of Carol Spurling at the Co-op at (208) 882-8082, mail it to the Co-op at PO Box 9485, Moscow, ID 83843, email it to [outreach@moscowfood.coop](mailto:outreach@moscowfood.coop), or drop it off in person with a Co-op cashier, to the attention of Carol Spurling. Thank you!