



Chesterton Partners, LLC
d/b/a Chesterton's Fine Cigars
208 Centre Sarcelle Blvd. Ste 103
Youngsville, LA 70592

CHARITABLE DONATION REQUEST FORM

All of the following information is required in order for Chesterton's Fine Cigars to consider your request.

Organization: _____ Date: _____

Organization's Contact Person: _____ Title: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Phone Number: _____ Email Address: _____

Please make sure your proposal includes the following information:

- A description of your organization, including its mission and major accomplishments
- A copy of the letter from the IRS stating your organization's 501(c)(3) status, if applicable.
- A list of key staff and titles and current Board of Directors including officer status, if applicable

Contact person's relationship to the organization:

Employee _____ Volunteer _____ Paid Worker _____ Fund Raiser _____

What services are rendered by your organization? _____

How will this donation be used? _____

What kind of advertising/signage and recognition will Chesterton's Fine Cigars receive, if any? _____

Why type of contribution are you seeking? (check one)	
_____	Monetary \$ _____ (please be specific)
_____	Chesterton's Fine Cigars Promotional Item(s) Desired Items: _____

By what date do you need the contribution? _____

Please submit complete proposals no less than 30 days before contribution is needed. Incomplete or late proposals may not be considered.

Does your organization do business with Chesterton's Fine Cigars? _____

To whom should the check be made payable? _____

Signature of Organization's Officer: _____

Within 30 days following the event, please provide a letter or program showing how funds were used and the benefits Chesterton's Fine Cigars received.



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CHARITABLE DONATIONS POLICY

Chesterton's Fine Cigars is committed to supporting causes that improve the quality of life for the residents of Youngsville. We frequently makes donations of cash, goods, or services to local schools, civic groups, and church groups in the communities it serves.

All parties requesting financial support from the Chesterton's must complete a Charitable Donation Request form. The completed form should fully explain the nature of the contribution being sought and include all requested documentation. The Charitable Donation Request form is available in from our shop. All required documentation should be submitted to Chesterton's following the directions provided below.

Contributions Policy

- The organization must also be a 501(c)(3) or non-profit organization.
- Requests should be submitted at least 30 days prior to the event to give proper time to evaluate the request.
- Complete proposals include a description of the organization, its mission and major accomplishments, and a list of current board members and keystaff.
- Nonprofit organizations should submit their tax-exempt letters from the Internal Revenue Service with their contribution requests.
- Complete proposals will be considered monthly by the Chesterton's ownership
- Incomplete proposals or those with deadlines within 30 days of submission may not be considered.

Preferential consideration is generally given to requests where the following apply:

- The recipient is a local community organization in Youngsville, LA
- Money donated will be spent in the Youngsville Community
- Money donated will directly benefit the residents of Youngsville, LA
- Money donated will benefit a significant group of people (as opposed to a single person).
- Chesterton's Fine Cigars receives recognition for its donations.

Chesterton's Fine Cigars does not make charitable donations to for-profit organizations. For-profit organizations seeking sponsorship may submit requests which will be evaluated by the Chesterton's on a commercial basis for the advertising and marketing benefit such sponsorships would provide to Chesterton's

In order to accommodate contribution requests, Chesterton's may choose to donate promotional items that could be used by the requesting party.

Completed Charitable Donation Request applications and supporting documentation may be submitted by mail or email:

Chesterton's Fine Cigars
Attn: Charitable Donations Request
208 Centre Sarcelle Blvd. Ste. 103 Youngsville, LA 70592

Please direct questions regarding Chesterton's Fine Cigars's Charitable Donations Policy to Joshua LeBlanc at (33) 451-4106 or email josh@chestertonsfinecigars.com