

Calvert Retail, L.P.

100 W. Rockland Road, Suite A
P.O. Box 302
Montchanin, DE 19710

Dear Fundraising Organization,

Thank you for the opportunity to assist your worthwhile organization. Due to the volume of requests received each year, we ask that all charitable organizations submit their requests for donations to our donation committee for approval.

Donation requests will be reviewed at the beginning of every quarter throughout the year (every January, April, August and December). Each donation request will be reviewed within two weeks of receipt. All donations must follow the same format. Fundraising organizations that have submitted requests, or received donations in the past, must resubmit a request for each event. All requests will not be fulfilled, but will be reviewed under the same process.

Calvert Retail, L.P. will not consider monetary requests. We will consider, however, all requests for merchandise or gift certificates. All requests must be typed on company or organization letterhead and addressed to Calvert Retail, L.P. Donation Committee. All requests must be sent via mail only (any correspondence received via fax, email or telephone call will not be considered).

Please include in your request any public exposure donators will receive, such as program listings, newspaper, radio or TV coverage, etc.

Send your donation request to:
Calvert Retail, L.P. Donation Committee
100 W. Rockland Road, Suite A
P.O. Box 302
Montchanin, DE 19710

Thank you for taking the time to review and follow these guidelines.

Sincerely,
Calvert Retail, L.P. Donation Committee