

## Schramsberg Charitable Donation Policy

As a Napa Valley winery, we strive to be active in our own community through involvement with local non-profit organizations and educational groups by generously donating when possible.

Because of the overwhelming number of deserving requests, we must limit our donations to Napa Valley organizations only, and alternate years of support even for those groups.

Since we are also members of the Napa Valley Vintners and support their charitable efforts with local health and medical groups, we do not participate with these groups on an individual basis.

Thank you for understanding.

### **Eligibility for Charitable Donations**

All requests for charitable donations are for the sole purpose of raising funds for 501 (c) 3 charitable organizations within our community.

All requests should be submitted in writing on organization letterhead at least five weeks prior to the date of your event.

All requests should be mailed, emailed or faxed to:

Schramsberg Vineyards  
Charitable Donation Request  
1400 Schramsberg Rd.  
Calistoga, CA 94515  
Fax: (707) 942-5943  
info1@schramsberg.com

Each letter should include the following information:

- 🕒 Contact name, address, phone number, and e-mail address
- 🕒 Name of requesting organization
- 🕒 Nature of the event and date
- 🕒 Who will benefit from the proceeds
- 🕒 How your donation will be used (raffle prize, auction item, etc.)

### **Processing Your Request**

We will make every effort to process your request at least three (3) weeks prior to the date of your event. Due to the high volume of requests we receive, we would ask that NO telephone inquiries be made regarding the status of your request unless it is to arrange pick up of an auction item. Those calls should come to 707-942-6668 x2400 at least one week prior to your requested pick up date.

We also ask that organizations limit their requests to one (1) per year in order to help the greatest number of individuals. We thank you for your understanding.