

At Space Time Mead and Cider Works, we want to engage and support our local communities. We do this by attending events and contributing to groups and organizations that reflect our values of practicing environmental sustainability, promoting the community's wellbeing, and improving the quality of life in the area.

Through our own experience in NEPA and customers spending time to time talking to us, we have largely allocated our donation budgets. However, if you have a compelling cause that fits in the criteria below, then stop in and talk to us. A generic form addressed "to whom it may concern" or the like about a group or event we are not familiar with; or for generic fundraising, will likely not make our selection cut.

We have created a policy to help ourselves and to help those asking for our involvement.

Our priority list for both events and donations are as followed:

- Events located in the Dunmore/Scranton community take first priority
- Environmental, arts, science education, health and fitness fundraising events.
- Events that support the community or causes that are important to us (see our guiding principles.)
- Groups and organizations that we know
- Local and artisan shopping events.

Events and organizations that we do not attend or support:

- Drinking Festivals or Wine Festivals - quite frankly these are no longer fun for us to attend as a vendor (but really fun as an attendee). Notable exceptions – Chocolate and Wine Frolic for the United Neighborhood Centers Education programs – the cause, venue, and entertainment is fantastic!
- Events that ask us to pay an additional fee on top of our wine and labor donations as we feel this fee is unwarranted.
- Political groups, candidates or fundraising for such groups

If asking us to attend an event, our guidelines and necessary items are as followed:

- Event name and host
- Event time and location
- Expected attendance
- Event fees

If asking us to donate any of our products, our guidelines and necessary items are as followed:

- Event name, time and location and host
- Expected attendance
- Are you a 501c3?

Ways we donate:

- Sponsorships: We can sponsor an event that we believe impacts the community, promotes our mission, and benefits our small business.
- In-Kind: Though we sometimes donate our products, we are selective in what we can offer and who we can offer them to. If you wish to ask for product donations, please include the following:
  - Amount of product needed
  - Level of Sponsorship
  - Type of advertising and exposure we would receive.
- Silent Auctions/Basket Raffles: We are more than happy to donate a gift certificate, and/or certificate for a private tasting, but we do not offer products for this request

If you feel your event and organization fits into our guidelines, please address a specified request letter to our owner, Dan Schreffler, ([money@spacetimemeadworks.com](mailto:money@spacetimemeadworks.com). ) Unless we already know you, please do not solicit donations by coming into the store or sending generic letters.

**Application for Donation or Advertising Sponsorship**

Space Time Mead & Cider Works

Name of Applicant: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Role in Organization: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Is your organization non-profit? Y/ N Is it a 501 (c)(3) organization? Y/N *If yes, what is the EIN:* \_\_\_\_\_

This application is for (please check what applies):

Charity Event     Donation Request     Advertising Sponsorship     Other

Please briefly describe your request: \_\_\_\_\_

**Donation requests**

What specifically are you looking for?: \_\_\_\_\_

\_\_\_\_\_

Will Space Time receive anything tangible or intangible in exchange for this donation?: \_\_\_\_\_

\_\_\_\_\_

**Advertising Sponsorship**

What size ad is being offered? (i.e. word count, dimensions, etc.): \_\_\_\_\_

Where will this ad be featured? What is the expected "foot traffic" for this ad?: \_\_\_\_\_

\_\_\_\_\_

**If request pertains to a specific event:**

Date and Time of event: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Location of event (full address): \_\_\_\_\_

Is this event being held on a premise licensed by a PLCB licensee: \_\_\_\_\_

*If yes, provide the LID and property owner's/lessor's name:* \_\_\_\_\_

Expected # of attendees: \_\_\_\_\_ Response needed by: \_\_\_\_\_