

Bathtub Row Brewing Co-op Donation Policy

Timeline:

We have a monthly donation budget allotment; therefore, we encourage donation requests to be submitted 1 month prior to the event. We will consider last minute requests, but please be advised that donations dollars may already be allocated for the current month.

Where to file:

Applications can be emailed to Bathtub Row's General Manager, Jason Fitzpatrick at bathtubrowbrewingcoop@gmail.com. They can also be dropped off at the brewery: 163 Central Park Square, Los Alamos, NM 87545.

What to request:

We can make donations of Bathtub Row Brewing Co-op merchandise, money, memberships, or a combination; therefore, please specify your preferences. We generally make donations in the range of \$15 – \$25. Donations never exceed \$100.

Guidelines:

Bathtub Row Brewing Co-op donations are intended for use by organizations, not individuals, and for specific projects or events, not promotions or operations.

These are our criteria for eligibility:

Please review the following information before completing your Bathtub Row Brewing Co-op donation request form.

- Only one donation per year will be made to any given organization. Please plan appropriately and decide when it is best to request a donation from the Bathtub Row Brewing Co-op.
- All applications are reviewed on a first-come, first-serve basis. Due to limited donation budgets, early submission of your application is recommended.
- The organization must be working on concerns directly benefitting the Los Alamos community.
- The organization must be nonpartisan and nondiscriminatory on any basis (e.g. race, creed, gender, national origin, age, sexual orientation, etc.)
- **Requests from the following organizations will be considered by Bathtub Row Brewing Co-op:**
 - Organizations defined as non-profit under the Internal Revenue Code (e.g. 501-C(3))
 - Public agencies (e.g. libraries, National Parks, Mainstreet Associations)
 - Events, programs and projects that focus on improving the quality of life of a community, particularly as it relates to arts, music, outdoor education, environmental responsibility, and cooperative values.

If you have questions about your request, please contact Bathtub Row Brewing Co-op at bathtubrowbrewingcoop@gmail.com.

Although we would like to support every worthwhile cause, due to the volume of applications and limited budgets, it is not possible to fulfill every request.

In Exchange:

- *We require a Donation Tax Receipt for donations (gift card and other cash equivalent donations) to all non-profit businesses.*
- We request that you use our name in your publicity for the event whenever possible, and set out a sign identifying Bathtub Row Brewing Co-op's contribution to the event. (We will supply all BRBC branded materials.)
- In addition, we'd like a copy of your publicity materials for our records.