



CHARITY/DONATION REQUEST POLICY

This policy is implemented for any request made to Rommel Harley-Davidson dealerships.

POLICY

It is the policy of Rommel Harley-Davidson to review and give fair consideration to all requests from LOCAL community organizations and charities. **Rommel Harley-Davidson does not make cash donations, sponsor organizations, or donate motorcycles.**

Approval of charity/donation requests are granted based on budgetary allotments and working relationships with the organization, with emphasis on police and fire/rescue, veterans, animal welfare and those organizations championed by the biker community. While we strive to approve all requests, the demand simply outweighs our supply. Priority will be given to events which include Rommel dealership locations.

Budget considerations and decisions for all requests will be done on an annual basis in December for the future year. After the annual approval, community giving will be considered on a case-by-case basis during the balance of the year, if budget dollars remain.

PROCEDURE

1. All requests must be submitted on Rommel Harley-Davidson Charity/Donation Request Form to the dealer specific contact as listed on the form. It is recommended that the organization submit supporting documents, along with this form. We wish to know about the requesting organization, its history and mission, event details, and the importance of a donation from Rommel Harley-Davidson.
2. Submit the request form to the Rommel Harley-Davidson contact. Please be sure to give ample time for review of your request, if submitting after the December annual review deadline. Please allow a **MINIMUM OF 60 DAYS** for review and action on your request.
3. Approval decisions are made by the dealership.

Rommel



CHARITY/DONATION REQUEST FORM

Form must be filled out completely for your request to be considered. This form must be completed for any donation or event participation request made to Rommel Harley-Davidson dealerships.

Please Allow A Minimum of 60 Days For Review.

ORGANIZATION

REQUESTOR NAME

MAILING ADDRESS

CITY / STATE/ ZIP

DAY PHONE

EVENING PHONE

FAX

EMAIL

ORGANIZATION TAX ID#

DESCRIPTION OF DONATION/EVENT PARTICIPATION REQUESTED

EVENT TITLE

EVENT DATE

ATTENDANCE AT EVENT

COST OF ENTRY TO EVENT

SIGNATURE

TODAY'S DATE

All requests must be submitted on this form for consideration. It is recommended that your organization attach documents to support your request and donation purpose, such as event advertisement or invitation. Rommel Harley-Davidson is a proud supporter of LOCAL community events and charities. We do not make cash donations, donate motorcycles, or sponsor organizations. Please provide a letter of tax exemption from the Internal Revenue Service (IRS) indicating that your organization is a charitable organization as defined by the IRS. Please refer to our Charity/Donation Request Policy.

SUBMIT TO

Email: smyrna@rommelhd.com
Rommel Harley-Davidson
450 Stadium Street, Smyrna, DE 19977
PH 302-659-6400

TO BE COMPLETED BY ROMMEL HARLEY-DAVIDSON

APPROVED BY

DONATION SENT (DATE)

/ /

DONATION VALUE \$

COPY TO ACCOUNTING ONCE COMPLETED