



### **Guidelines for Charitable Donation & Sponsorship Requests**

Thank you for inquiring about a donation or sponsorship of your event and/or organization. Due to the fact that *BHG* receives thousands of requests annually we have listed several guidelines to ensure the request receives proper consideration.

#### **Guidelines for Consideration:**

- Requests must be submitted in writing on event/organization letterhead.
- Requests may be submitted in one of the following ways: **(Please do not submit more than one way)**
  - Via email: [jeane@bhglex.com](mailto:jeane@bhglex.com)
  - Via fax: 859-335-1815
  - Via mail: 3347 Tates Creek Road, Lexington, KY 40502
- For consideration, requests must be received at least 2 weeks prior to the event.
- BHG will only consider contributions to charitable, nonprofit organizations in states we operate in.
- A maximum of one request per calendar year will be fulfilled per organization.
- Donations are NOT automatically renewed or assumed. Each submission is evaluated on a first time basis and will not be approved based upon a prior year's participation.

#### **Your written request on organizational letterhead MUST include the following information:**

- Name of the event/organization requesting sponsorship.
- Contact person with street address, telephone number & email address to which responses can be mailed or emailed.
- Date, description and location of the charitable event.
- Estimated attendance and demographic make up of the audience.
- History of the event and attendance/contributions from previous year.

We appreciate your interest in *BHG*, however, due to the large number of requests we receive we are unable to respond to all requests immediately. If we are interested in sponsoring your event/organization **we will contact you via mail with follow-up information.**

On average, it will take 7-10 days to receive a response.