



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

Thank you for your interest in including us in your event and/or fundraising activities. Due to the high volume of requests we receive, only requests that meet our guidelines will be considered.

### **In order to be considered for a donation ALL criteria below must be met.**

- Must include the name of the event/organization requesting the donation and be submitted on event/organization letterhead *at least 30 days prior to event.*
- Requests must include the following:
  - Contact name, mailing address, AND contact email address.
  - Date, description, and location of the event.
  - History of the event and/or background info of the requesting organization.
- We only consider contributions to go *directly to not-for-profit organizations in Indiana* and we do not make financial contributions or food donations that benefit one individual or family.
- A **maximum** of one request per calendar year will be fulfilled and donations are NOT automatically renewed or assumed and will be evaluated each year on a first time basis.
- Only submit one request by either mail or email. (No phone calls please)
  - Via email: [donations@stelmos.com](mailto:donations@stelmos.com)
  - Via mail: St. Elmo Steak House, 127 S. Illinois Street, Indianapolis, IN 46225, Attn: Donations

We understand that all causes are likely worthy of a donation but due to the volume of requests we must limit our contributions and we communicate strictly via email only. You should expect to receive a mailed donation or email letter of denial within 4 weeks of your request. Only requests that meet the above criteria will be considered by our committee and we ask that you do not follow up on your request.

Thank you for your understanding and please accept our sincere wishes for a successful event.