



### Charitable Solicitation Request

*Dierbergs Markets, historically and in the future, will continue to be committed to community service. However, it is most important that we continue to provide a pleasant and courteous shopping venue for our customers. Please complete the following questions so we can review your request.*

<b>Store:</b>		<b>Today's Date:</b>
<b>Name of Organization:</b>		
<b>Day/Date/Time Requested</b>		
<b>Day:</b>	<b>Date:</b>	<b>Time:</b>
<b>Requestor's Contact Name:</b>		
<b>Requestor's Phone Number:</b>		
<b>**Please send Certificate of Insurance to the Store Director (unless provided company-wide) at least one (1) week prior to the event.</b> <b>**Please send verification of Section 501(c)(3) status.</b>		
<b>Description of Activity:</b>		
<b>Store Director Approval</b>		
<b>Signature:</b>	<b>Date:</b>	



### Day of Charitable Solicitation Event

Today's Date:	
Name of Organization:	
<b>Organization Representative</b>	
Name:	Phone Number:
** Attach copy of current driver's license	
** Attach copy of Certificate of Insurance (unless provided company-wide)	

### FOR STORE USE ONLY

#### Manager-On-Duty Sign In

Signature:		
Day:	Date:	Time:

#### Manager-On-Duty Sign Out

Signature		
Day:	Date:	Time:

Send Certificate of Insurance to Real Estate	YES	NO
Validate Proof of Section 501(c)(3) Status	YES	NO



## Charitable Solicitation Policy and Procedures

*This Policy has been developed for the accommodation of our customers and the needs of our community. Please review the following:*

1. Each Dierbergs Store in the St. Louis metro area is a separate entity for these purposes. Permission must be individually approved or granted by the Store Director at a given Store. Permission is not considered granted unless given in writing. An application form is required and can be obtained from the Store Director at your neighborhood store. If requesting to solicit at more than one store location, you must disclose all location requests to Store Management at each location at time of original request.
2. We require a copy of your 501(c) (3) letter from the IRS to be on file at the store location. In addition, your organization will be asked to provide proof of liability insurance in the form of a Certificate of Insurance naming Dierbergs Markets, Inc. and the shopping center's owner as an additional insured. In most cases your organization's current liability insurance will suffice. See the Store Director for more information.
3. Any requests under this Policy must be received at least thirty (30) days in advance of the day(s) requested. Requests will not be necessarily granted on a first come, first serve basis.
4. Soliciting is permitted on only three (3) days per month; only one (1) organization is allowed per such day.
5. No organization may be on our premises for more than eight (8) hours per day.
6. Organizations can solicit outside a given Store up to three (3) days per calendar year for this activity, with the exception that we will allow one (1) organization the ability to solicit every day for the last six (6) weeks of the calendar year, and these dates are not available to additional solicitors. No hand billing or canvassing is allowed.
7. No organization will be allowed inside the Store building to solicit (inside areas include our vestibule and lobby areas). Our customers have a right not to be disturbed once they enter our Store.
8. Organizations must position themselves no closer than 8 feet away from one set of doors and may only address customers leaving the Store. No canvassing or patrolling or other activities are allowed in the parking lot.
9. Only one (1) adult is allowed per exit door; except when there are children under 16 years of age, then two (2) adults are allowed. The adult may be accompanied by children under the age of 16 participating in the activity (for example: Girl Scouts) in which case the child(ren) must be accompanied by an adult; no more than two (2) children (along with the one (1) adult) are allowed per Store.
10. On the scheduled day, an organization representative must sign in with the Store Director or Manager-on Duty prior to starting; they must provide their name, address, phone number and a copy of their current driver's license.
11. Any activities of a solicitor may not in any manner interfere, obstruct, or hinder the following:
  - Egress/ingress to the Store building
  - The sale or presentation of any product
  - Appearance and physical environment of the area; this includes but is not limited to signage. We will allow no more than two 8 ½" x 11" signs.
  - Customers entering the Store
12. Organizations who fail to abide by this Policy will have their approval for the activity revoked and will be directed to leave the premises.
13. All solicitors who are not fully vaccinated must wear a mask over their mouth and nose while on store premises at this time. Solicitors must perform a self-health check prior to reporting to the Store and will not be allowed if they have any of the following symptoms: cough, fever, shortness of breath.