

Requests for In-kind and Monetary Donations:

Thank you for your patronage of Ricci Lumber, Area Millwork and Area Kitchen Centre --- together known as the Ricci Family of Companies. We at the Ricci Family of Companies take pride in actively supporting the communities we serve. We have long recognized the importance of supporting our local communities. Each year, the company donates several thousand dollars in building materials, cash, and employee volunteer hours to nonprofit organizations.

Whether through the efforts of our people or through our corporate donations program, we support many groups and projects whose goal is to help enhance the lives of those who live and work in Seacoast NH and Maine.

Once every quarter, in January, April, July, and October, our Donations Committee, comprised of members of the Ricci staff along with owner representation, meet to consider both the level of support we can dedicate based on available profits as well as the specific charitable endeavors to support. While we consider all donation requests, we are unable to honor every request we receive due to the multitude of requests, the request not meeting our donative intent guidelines, and/or the limited financial resources we have to work with. We encourage organizations to reapply the next quarter should their request not be granted.

To submit a request for donation, read the Support Guidelines and complete the form located below.

Support Guidelines

- Philosophy
- Area of Coverage
- Priorities
- Eligibility Requirements
- Support Restrictions
- Types of Support
- Application

Philosophy:

The Ricci Family of Companies supports endeavors that are charitable in nature by giving back, through material, in-kind contributions and/or monetary donations, a significant amount of our net profit each quarter. We focus our support on charities that directly or indirectly improve the quality of life for the area's indigent people. We take pride in supporting our local churches (those that have an outreach program/poor box), local schools and those local organizations that make this area a great place to live and work.

Area of Coverage:

Buy Local is not just a trendy, catch-phrase. It's what we do and how we live. Therefore, we feel that it is important that our donations stay local too. Our coverage area is Seacoast NH and Maine. It's that simple. The farther away a request originates, the less likely it is that the Donations Committee will approve it.

Priorities:

Ideally, initiatives should benefit the communities where our customers or employees are located and qualify under one or more of the company's priorities for giving which are:

- **Social Responsibility for those Less Fortunate.**
The Ricci Family of Companies recognizes the vital role that the non-profit sector plays in maintaining and improving quality of life in Seacoast NH and Maine. As a third generation family business, we have been fortunate to do business in a great area and have an important responsibility to try to improve the lot of the area's less fortunate.
- **Seacoast Children.**
Ricci recognizes that the economic vitality of the communities it serves is critical for our area's future competitiveness. In short, the well-being of the Seacoast's young people is very important to a sustainable and thriving Seacoast. Therefore, we believe that it is important to support programs that promote the healthy development and education of our children.
- **Environmental Stewardship.**
Ricci plays an active role in environmental stewardship and primarily supports initiatives that focus on conservation, protecting, preserving or improving the environment, and preserving natural habitats through:
 - education programs
 - leadership development
 - community or organizational project collaborations and partnerships

Eligibility Requirements.

Organizations seeking support must be:

- Registered as a New Hampshire or Maine non-profit organization
- Approved by the IRS as a 501- c (3) organization
- Located in communities where Ricci customers, employees and communities are served
- Serving the community without discrimination

Support Restrictions.

Ricci corporate giving does not support:

- Individuals
- Annual funds of hospitals, colleges, universities, grade schools or high schools
- Endowments
- Adult leagues and activities
- Cost prohibitive youth sports
- Individual fundraising, i.e.: student fundraising for trip to Spain
- Political groups
- Organizations in communities served by other lumberyards or homecenters

Types of Support.

Generally support specific program, service or projects. Contribution levels range widely and are primarily determined by the scope and impact of the proposed program, service or project. The preferred method is in-kind donations.



Donation Request Application

Today's Date: _____

Name of Organization: _____

Primary Contact Name: _____

Title: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Fax: _____ Email: _____

Website: _____

Specific Requests (please answer the following questions on your organization's letterhead):

What is your specific donation request (In-kind/Service/Product/Gift Card/Quantity)?

Who will benefit from the donation?

What community and/or group(s) is/are served by your organization?

How will the donation be used?

How are donation items advertised or acknowledged?

When does your event/fundraiser occur? Is it an annual/recurring/one-time-only event?

What is the expected attendance? (For events only)

For consideration, you must be a 501(c)(3) tax-exempt nonprofit organization, and you must include a copy of your IRS ruling with your donation request letter. You may also attach any supporting materials (catalogs, brochures, etc.) which describe your organization and its mission however such materials are not required for consideration of your request.

Donation request applications are reviewed on a rolling basis every quarter by the Ricci Lumber Donations Committee in the order received. To ensure your request will receive prompt consideration, please submit your application a minimum of 12-16 weeks prior to your event date. Questions should be answered on your organization's letterhead. Last minute and/or incomplete applications will not be reviewed.

Requests may be dropped off at the store or mailed to:

Ricci Lumber Donations Committee, Attn: Norman Payne
105 Bartlett Street
Portsmouth, NH 03801

– PLEASE REVIEW RICCI DONATIONS SUPPORT GUIDELINES –