



## Sponsorship and Donation Request Guidelines

As a business leader, Get-n-Go strives to be a philanthropic leader in the communities that we serve. We are committed to supporting promising programs and non-profit entities where the need is great.

However, most of our major financial sponsorships are projected more than 24 months in advance.

In-kind requests for car washes, food or beverages require a minimum of four weeks to allow us to review and respond to your request. Your typed request should include contact information in bullet points, a description of request and a flyer of the event.

Requests for sponsorships or donations will need to include the following information on your organization's letterhead. The contact information should be provided in bullet points.

- Contact Information:
  - Full Name
  - Organization's Name
  - Role within Organization
  - Organization's Address
  - Organization's Website
  - Phone
  - Email
- Request Information:
  - Mission and Goals
    - Does your organization have a 503(c ) status?
  - Description of Request - including
    - Scope of impact
    - New project, ongoing program or general operations
    - Other organizations which may also provide the program or service
    - Deadlines or other timing for the project and project budget
  - Donation/Sponsorship Request

Mail your request to: Olson Oil Co., Attn: Community Involvement, 951 S Marion Rd Ste 1, Sioux Falls SD 57106.

