Perfetti Van Melle USA Policy & Procedure: Candy Donation Edition/Revision: 1/0 Date of issue: 4/2021

1. Introduction
Perfetti Van Melle USA firmly believes in giving back to the community. Our candy donation program allows local, approved non-profit organizations the opportunity to acquire candy.

2. Purpose
The purpose of this policy is to outline Perfetti Van Melle USA's candy donation program.

3. Scope
This policy applies to local, approved non-profit organizations.

4. Process
Based on availability and nature of application local, approved non-profit organization may be granted candy. The amount of candy received will be based on availability. The approved non-profit organization will complete the highlighted sections of the form below before being considered. A tax exemption ID number must be submitted with the request. **All requests should be made in writing using the attached form. Please save the form and email it back to the donations@perfettivanmelle.com email address.**

5. Responsibilities
All requests for candy donations require a completed candy donation form. Any candy provided is a donation and is not for resale.

Perfetti Van Melle USA Policy & Procedure: Candy Donation

Form Edition/Revision: 1/0 Date of issue: 4/2021

TO: Perfetti Van Melle Candy Donations
PURPOSE: Charitable Candy Donation
The employee or organization listed below has solicited a charitable candy donation. If we do not have product to donate, please return this form to the Logistics Coordinator in order to notify the organization/agency.

TAX EXEMPTION ID #: _____

ORGANIZATION/AGENCY: _____

ORGANIZATION/AGENCY ADDRESS: _____

CONTACT PERSON: _____

CONTACT PHONE#: _____

EMAIL ADDRESS: _____

PURPOSE OF DONATION: _____

DATE NEEDED: _____

QUANTITY: Total # cases

Please save the form and email it back to the donations@perfettivanmelle.com email address.
Office Use Only
PVM Approved : _____
_____ BULK BOX(ES)
CANDY DONATIONS CANNOT BE SOLD
DONATION RECEIVED BY: _____
PVM WAREHOUSE EMPLOYEE: _____
DATE PICKED UP : _____