

# COMMUNITY GIVING POLICY

***This policy is implemented for any request made to  
Harley-Davidson of Annapolis.***

## **POLICY**

It is the policy of Harley-Davidson of Annapolis to review and give fair consideration to all requests from local community organizations and charities. Harley-Davidson of Annapolis does not make cash donations or sponsor organizations. We donate promotional items only.

Approval of community giving requests are granted based on budgetary allotments and working relationships with the organization, with emphasis on children's charities, police and fire/rescue department benefits, and those organizations championed by the biker community that are local. While we strive to approve all requests, the demand simply outweighs our supply.

Budget considerations and decisions for all requests will be done on an annual basis in December for the future year. After the annual approval, community giving will be considered on a case-by-case basis during the balance of the year, if budget dollars remain.

## **PROCEDURE**

1. All requests must be submitted on Harley-Davidson of Annapolis Community Giving Request Form to the Marketing Department. It is recommended that the organization submit supporting documents, along with this form. We wish to know about the requesting organization, its history and mission, event details, and the importance of a donation from Harley-Davidson of Annapolis.
2. Submit the request form to Harley-Davidson of Annapolis' Marketing Department. Please be sure to give ample time for review of your request, if submitting after the December annual review deadline. A minimum of 60 days for review and action on your request is suggested.
3. A response letter will be mailed to the requesting organization with our decision, and possibility by phone call, if time constraints exist.
4. Approval decisions are made by the Marketing Department and copy submitted to our Accounting Department for tax benefits.