



HAWTHORN FOOTBALL CLUB GUIDELINES FOR DONATIONS

Hawks in The Community

Hawthorn Football Club aims to fulfill donation requests from not-for-profit organisations.

Due to the volume of requests, the Hawthorn Football Club have established a policy for approving donation requests.

Players can not be requested for appearances. The Hawthorn Football Club fulfill 100% of the AFL required hours for appearances at Auskick centres, primary schools, secondary schools as well as Club appearances, family days and after match functions throughout the year.

The Hawthorn Football Club **do not accept items to be signed**, items sent to the Club may not be returned.

Donations

The criteria for donations requests:

1. Individual people or families are not eligible for donations
2. All requests must be in writing and must include:
 - ❖ Organisation / Company name, postal address, and logo.
 - ❖ Contact person's name, position, email address and business hours telephone number.
 - ❖ Verification, if acting on behalf of charity group.
3. The letter to include clear details of the organisation's website address, postal address, telephone numbers and mission statement where available
4. Due to the high volume of requests, only completed requests received at least **eight (8) weeks** prior to an event will be considered
5. Organisations are eligible to receive **one (1)** donated item of memorabilia **only** each year
6. Monetary requests will not be considered
7. Donations to junior football clubs/sports organisations will be given priority
8. The organization/company must provide some detail as to where the money raised will be directed
9. Hawthorn Football Club must have some feedback as to how the club will be acknowledged in the fundraising event for which the item was donated
10. **Hawthorn Football Club must be informed after fundraising event on the total amount raised from the donated item.**

Due to the large number of requests, organisations should allow **four weeks** for the request to be processed. Requests for donations are to be made during the football season (March to September).

Letters can be sent to:

Hawthorn Football Club
Community Relations / donation request
PO BOX 829
Mt Waverley VIC 3149

Faxes can be sent Attn:

Community – donation request
9535 3050

Emails can be sent to:

community@hawthornfc.com.au

Note: emails are only acceptable if they include company logo and/or come from organisation's direct email address.