



Crystal Springs Bottled Water believes strongly in our community and in supporting worthwhile charitable events. We receive an overwhelming number of requests for contributions, donations, and sponsorships throughout the year. Unfortunately we are not able to support every organization that requests our help. We do, however, attempt to contribute to a broad range of events and charities helping where we are able and where it makes sense for our organization.

We thank you for your interest in partnering with Crystal Springs. In order to be considered, it is important that you understand and adhere to the following policy:

1. The request must be received a minimum of 60 days before the event.
2. The request must come in writing and should include, at a minimum:
 - The name of the organization
 - Name of the event (if applicable)
 - Date of the event
 - Mailing Address
 - Phone number
 - Fax number
 - E-mail address
 - Contact Person
 - Organization information and background
 - Description of the event
 - A list of sponsorship opportunities (if available)
 - Number of people expected
 - What is being requested
 - What Crystal Springs will receive in return, in terms of exposure and/or advertising
 - NOTE: Regardless of the retail value of the contribution, Crystal Springs must receive a mutually agreed to "recognition level" and benefit from the receiving organization based on existing sponsorship opportunities.
3. Every effort will be made to make a determination regarding the request within 10 working days of receipt of request (some requests may take longer – but you will be notified if that is the case).
4. If Crystal Springs participates in your event, the specifics and logistics of the donation will be determined at that time.
5. Any Crystal Springs equipment/property, including banners MUST be returned following the event.
6. Crystal Springs does give priority consideration to those organizations that currently do business with us, apart from any donation request.
7. If Crystal Springs determines that it is not able to donate to your group, organization, or event based on your request, we will make a "MATCHING" donation. It is our policy to sell you product at a discounted price with a matching donation. In other words, for every case of water your group **PURCHASES**, Crystal Springs will match it with one case of water FREE. It will be up to your group to decide whether or not to take this option. In return Crystal Springs must be recognized as a donor or contributor to the event in a mutually agreed to manner.
8. Please forward requests to:
 - Crystal Springs Bottled Water
 - Attn: DONATIONS
 - P.O. Box 90760
 - Albuquerque, NM 87199
 - 505-822-9978 fax
 - or e-mail at info@crystalh2o.com