

Kalamazoo Gazette Guidelines For Requesting Contributions, Sponsorships, In-Kind Gifts

Our Philosophy

The Kalamazoo Gazette is committed to the community. We care about people and make decisions on charitable giving by looking at how the benefits will improve the quality of life for all groups of people.

Our Guidelines

- Financial contributions are given only to organizations with non-profit designations.

- We encourage charitable organizations to purchase advertising space and will match the space purchased. Additionally, most organizations qualify for a non-profit advertising rate, which helps to stretch limited funds.

- The Gazette's circulation area includes more than 45 school systems and hundreds of houses of worship. In order to be fair to everyone, we normally do not give to requests for general support for these organizations or for youth organizations seeking funding for trips. We seldom give to any individuals seeking funding for scholarships and other individual causes.

Contribution/Sponsorship Requests

Request forms are available at the Kalamazoo Gazette, 401 S. Burdick St., Kalamazoo, MI and online at www.kalamazoogazette.com. Return forms by mail or in person to the Kalamazoo Gazette, Attention Director of Marketing and Public Relations, 401 S. Burdick St., Kalamazoo, MI 49007.

A committee made up of employees reviews: 1) all requests for cash contributions, and 2) in-kind sponsorships valued at more than \$3,500.

To Request A Cash Donation

Complete a contribution/sponsorship request form. If your request is for \$2,000 or more, attach a copy of your non-profit tax designation, an annual report and a current financial statement.

To Request A Sponsorship

Complete a contribution/sponsorship request form.

To Request In-Kind Gifts or Prizes

Complete a contribution/sponsorship request form.

Questions

Contact Mary Oudsema @ 269-388-8514 or moudsema@kalamazoogazette.com.