



The Duck's Commitment to Community Involvement

Community involvement is not simply an obligation of doing business for Duck and Decanter. Earl and Dort Mettler returned from California in 1972 to enter the food business based upon their connections to the community. This remains an essential element of the Duck's success and future.

Our mission is to provide the highest levels of service to our customers; to purvey products and merchandise that are unique and represent superior craftsmanship; and to offer support and leadership in the communities touched by the Duck. We will provide a gratifying experience for our customers, staff members and shareholders. We believe that quality service, product and community involvement is intrinsic to the success of our business. All contributing members play an essential role in the fulfillment of this success.

Each year we donate up to 30% of our net profits to local nonprofit organizations. Even so, we receive many more requests than we can honor. We ask that you take a few moments to decide if the Duck and Decanter is an appropriate partner in meeting the need of your nonprofit. First, please review the following guidelines that the Duck uses when reviewing donation requests by local charities:

The request is from a 501(c)(3) qualified charitable or educational organization, or an accredited K-12 educational institution. We do not typically support individuals or other organizations in their fundraising efforts in behalf of a 501(c)(3) charity.

- The requesting organization has a strong local history (though not necessarily a long history).
- There is a relationship between the Duck and the requesting organization (i.e., a Duck customer or staff member is involved with the organization/cause, the organization/cause addresses issues of community involvement and/or the organization/cause has relevance to the Duck or its surrounding neighborhoods). This is a central issue for us, especially as it involves causes that are important to our staff members.

- The requesting organization is able to report meaningful (yes, we know this is a value judgment) and measurable results.
- Though we recognize and value the importance of operational support, the Duck prefers that its donations primarily be used to further the requesting organization's mission.
- The requesting organization has a stated policy of non-discrimination in regard to all persons, irrespective of their race, color, creed, religion, national origin, sex, sexual preference, age, disability or veteran status, and compliance with all requirements of law and regulations with respect to the provision of services and volunteer participation.
- If the request comes from a religious organization, the services and programs provided by that organization will be non-denominational, non-sectarian support for the benefit of the general community.
- We will not provide donations to political causes or organizations.

If you feel that your organization meets these guidelines, then please review the manner in which the Duck provides charitable support:

In-Kind: This is how the Duck has provided most of its charitable donations. Gift baskets, gift cards and "Free Nooners" are the most commonly provided donations and range in value from \$15 to \$200. Requests for organizational support (such as meetings, staff recognition, and golf tournaments unrelated to charitable events) will be referred to one of our store locations for their consideration. Please submit your donation request to [Community Outreach](#).

"Share the Experience": This is our way to host local non-profit organizations and their supporters for dinner. The guest organization will receive 33% of sales from the evening. Please contact the [store manager](#) for information on scheduling, restrictions and how to submit your request.

Special Events: The Duck will partner with a nonprofit organization to host a special fundraising event. This has traditionally involved wine tastings, but we are open to suggestions that are in alignment with our core business. The Duck will request in-kind support from its vendors and will staff the event. The partner nonprofit will receive 100% of the revenues and will be responsible for staffing "the gate". We request that this be a major fundraising event for the partner nonprofit as the Duck will only host one or two of these events per year. Please submit your donation request to [Community Outreach](#) at least three months prior to your fundraising event.

Staff-Designated: A committee of Duck staff members determines donations based upon staff involvement. Examples include Adopt-a-Family during the winter holidays, the Duck matching staff contributions to their favorite charities and/or the Duck offering a discount or gift cards to nonprofits with which staff are involved. Please submit your donation request to the [Community Outreach Committee](#).

Now that you have identified how we can help you, please submit your request to the Duck's [Community Outreach](#) representative. Your request should be brief (we want this to be as easy as possible for you – one page is fine) and include the following information:

- Your organization's history in our community and your organization's mission.
- Some explanation of your past successes and your hopes for the future.
- How the proceeds from the donation will be used including who will benefit from the donation.
- Why you considered asking the Duck for support. If a Duck staff member is involved with your organization, please be sure to mention their name in your request.
- If applicable, please indicate a response time for your printing and/or marketing needs.

We respectfully request a one month notice and encourage you to follow-up with a phone call if you have not been contacted two weeks prior to your requested donation date.