

FOOD SECURITY DONATION GUIDELINES

Purpose: Hormel Foods is committed to giving back to the communities we serve through grants and product donations to local organizations that address food insecurity. This policy outlines the process for community organizations to request food donations from Hormel Foods.

Eligibility:

1. Community organizations must be recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code.
2. Organizations must operate within the United States, where Hormel Foods has a presence.
3. Organizations must focus on alleviating hunger, promoting nutrition, and serving vulnerable populations.

Step-by-Step Instructions:

Step 1: Initial Inquiry

1. Applicants may go to Hormel Foods website or submit an initial inquiry to Hormel Foods by sending an email to corporate_communications@hormel.com with the subject line: "Food Donation Request Inquiry."
2. Provide a brief overview of your organization, its mission, and the communities you serve.
3. Include your organization's contact information, including a primary contact person, email address, phone number, and mailing address.
4. Include specifics about what type of donation you are seeking and quantities. If financial donation is requested, provide details on the amount and the specific use of the funds.

Step 2: Eligibility Review

1. Hormel Foods will review the initial inquiry and assess the eligibility of the organization.
2. If the organization meets the eligibility criteria, Hormel Foods will send an acknowledgment email within 14 business days, providing further instructions for the donation request process.

Step 3: Donation Request Submission

1. Attach relevant documentation, such as the organization's tax-exempt status certificate (IRS Form 501(c)(3)) and any additional materials supporting the request.

Step 4: Approval

1. Approved requests will receive a confirmation email with details about the approved donation, including the type and quantity of food items.
2. Due to the large number of requests we receive, we will only inform applicants if the donation has been approved.

Step 5: Coordination and Logistics

1. Coordinate with the Hormel Foods Donations Team to arrange logistics, including pickup or delivery of donated food items.
2. Adhere to any specific requirements or instructions provided by Hormel Foods for the handling and transportation of the donated food, including all food safety requirements.

Step 6: Reporting and Acknowledgment

1. Within 4 weeks of receiving the donation, submit a brief report outlining how the donated food was used and the impact it had on your organization's mission.
2. Acknowledge Hormel Foods' contribution through social media, website, and other communication channels, using the provided acknowledgment guidelines.

Step 7: Continued Partnership

1. Organizations are encouraged to maintain an ongoing relationship with Hormel Foods by staying engaged and updated on the company's community initiatives and opportunities.

Contact Information: For inquiries and assistance related to food donation requests, please contact:

Email: corporate_communications@hormel.com