



Trees Organic
COFFEE & ROASTING HOUSE

Policies & Procedures

Charitable Donations

Individuals or organizations seeking donations must submit a written request outlining the event or cause for which they are seeking a donation for.

Individual stores may accept letters of request, which must then be forwarded to Head Office for consideration.

Requests for donations may only be approved by a Company Director or a designate of their choosing. *

Receipts must be provided for monetary donations. Donations of goods and/or services will be calculated at retail value for bookkeeping and tax purposes.

* Exceptions:

- Expired food items may be disbursed to charities at the discretion of the store manager.