



## **Fundraising Guidelines**

Tops Market is committed to being a caring and responsible member of the community. That is why we support the efforts of local schools and non-profit organizations that work to make our community strong.

If you are planning to hold a fundraiser at Tops Market, we ask that you abide by the following guidelines in order to have a positive and productive fundraising experience.

- Given the number of requests we receive, we must limit groups to a maximum of 2 fundraisers (or the equivalent of 2 days) over a 12 month period.
- All fundraisers must sell tickets (e.g. enter to win), sell items (e.g. cookies, popcorn, etc.), or collect items (e.g. food drive).
- We do not allow fundraisers that ONLY collect monetary contributions. The one exception is the Salvation Army.
- At least 1 adult (age 21 or older) must be present for the entire event.
- No more than 5 individuals (including the adult) can participate at any one time as our sidewalk is narrow.
- Kindly limit the number of cars that require parking. Our parking lot is small and weekends are our busiest time.
- Enthusiasm for a great cause is wonderful!! But, please no singing, cheering or yelling as this will scare potential supporters for your cause and our customers.
- Tables and chairs are acceptable. They should be positioned so as not to interrupt the flow of traffic. Customers are far more willing to support your organization if they don't feel they are blocking traffic.
- Please contact us via e-mail at least one week in advance to confirm your fundraising date and time.

**Thank You and Good Luck!!**