

ALLEN INSURANCE AND FINANCIAL COMMUNITY SUPPORT GUIDELINES

Allen Insurance and Financial is committed to being a good neighbor by supporting organizations in the communities in which we live and work. We do this by buying business materials locally; by direct donations; through purchasing advertisements in publications created by local organizations and through the giving of our time to community groups and projects.

PRIORITIES

Our primary goal is to support non-profit organizations in our communities which focus on education, recreation, the environment, arts and humanities, social and community services and health and wellness. This focus helps to guide our volunteer and philanthropic efforts.

Allen Insurance and Financial employees are also generous with their time. We are proud to say that as a percentage of our total workforce, there likely is not another business in Midcoast Maine with such a strong and deep commitment to Rotary International. Allen people are members of the Camden, Rockland, West Bay and Bar Harbor Rotary clubs.

In addition, Allen people are constantly demonstrating their community spirit, as they spend time as sports coaches and as they volunteer in local schools and for other service organizations.

ELIGIBILITY

Organizations seeking support must do business with at least one of our divisions and must meet the priorities and goals above. Our divisions are located in Rockland, Camden and Southwest Harbor, Maine.

PROCESS

We prefer to receive all requests in writing and do our best to reply to each request as quickly as possible. Please send requests to: Jill Lang at jlang@alleninsuranceandfinancial.com or by email at P.O. Box 578, Camden, Maine, 04843. It is always helpful to submit requests with as much lead time as possible and as much information about your organization including financials and a list of donors from the prior year.

EXCLUSIONS

We tend not to fund the following:

- Organizations that do not have 501(c)(3) tax-exempt status.
- Individuals.
- Religious organizations unless the project benefits the community, such as a soup kitchen that is housed in a church.
- Political candidates or lobbying organizations.

- Organizations with a limited constituency, such as fraternal, labor or veteran's groups.
- Travel by groups or individuals.
- Anti-business groups.
- Athletic scholarships.
- Organizations that advocate, support or practice activities inconsistent with Allen Insurance and Financial's non-discrimination policies, which prohibit discrimination based on race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age or status as a protected veteran.

OTHER FUNDRAISING ACTIVITIES

We often find that an employee's child or children undertake fundraising efforts and that our employees are solicited for donations.

For each dollar raised by employee donations to a child's fundraising, Allen Insurance and Financial may match those dollars, up to a \$100 donation, once per year. Each request for this match will be reviewed individually; the amount the company donates may vary. Individuals submitting these requests should include documentation of their fundraising activities and include contact information for the specific charity (name, address, phone number or email address).

Updated: June 10, 2011