



Policy and Procedure for Charity Donation Requests

As of 07-29-15

As you can imagine Jim is inundated with requests, all of which are worthwhile causes. Due to this high demand we have the current policy in place and can offer you one of two options.

1. You may purchase one item per event at a “discounted charity” price. The next page contains a list of merchandise we offer.
2. You can drop off or send one item to be autographed. If you send the item, please include return postage using **Federal Express shipping ONLY**. If you are sending a trading card or unframed photo, you may use United States Postal Service return shipping. We will do our best to get that item signed and returned to you in a timely manner.

In order to be eligible to purchase a Jim Kelly Autographed item at the discounted charity price or to send in an item to be autographed:

> Organization must submit a formal letter explaining the event (include the event’s date and location) the item will be used for, contact information (e-mail address, phone number and mailing address) and what the proceeds will benefit.

>Provide the event flyer for our records

You may drop off or send the item to the address below. Otherwise, you can contact us (716-204-1212 ext. 200) to place your order.

**Jim Kelly Inc.
Charity Merchandise
8207 Main Street, Suite 1
Williamsville, NY 14221**

Thank You,
Jim Kelly Inc.