

## Home Town Advantage Organization Application

Eligible Organizations: Public Schools (Pre-K through 12<sup>th</sup> Grade), Churches and Qualified 501 (c) (3) nonprofits  
Ridley's Family Markets reserves the right to approve or deny participation based on current program guidelines.

**Organization Name:**

**Address:**

**Phone:**

**Nonprofit Status**

Nonprofit Organization: Y/N

IRS Tax-Deductible Status: Y/N

Federal Tax ID / EIN:

**Membership Information**

Number of Members:

Organization Mission & Community Impact:

Primary Contact:

Administrator:

Email:

Submit completed application by:

Email: [advantagecard@shopridleys.com](mailto:advantagecard@shopridleys.com)

Mail: Ridley's Family Market- HTA Dept

621 Washington St S Suite 500

Twin Falls, ID 83301

In Person: Drop off to any local Ridley's location in envelope marked: Ridley's Corporate Office- ATT: HTA DEPT or

Complete online application via <http://www.shopridleys.com>

(See back for program rules and stipulations)

## **Application Process**

Once your application has been received, it will be reviewed by our team. Organizations will be notified of the approval decision via email.

Approved organizations will be added to the Home Town Advantage list available within the Rperks app and/or on the Ridley's website.

Organizations are encouraged to promote participation by their supporters and may distribute Ridley's "Request to Donate" flyers at fundraisers and community events.

## **Important Donation Guidelines**

- Organizations may not submit bulk "Request to Donate" forms on behalf of supporters.
- Donation requests accepted via:
  - Customers logging into their Rperks account and submitting the request online
  - Completing, signing, and dating a paper Request to Donate form.
  - Calling (208)324-4633 and requesting the donation over the phone
- A valid email address (for online submissions) or a current mailing address (for mailed forms) is required for processing.
- Requests submitted without valid contact information cannot be processed.

To protect our customers, Ridley's provides written notification of most donation requests via email or regular mail in attempt to minimize unsolicited donations.

All donations are processed anonymously. Participating organizations receive information regarding the number of donations and total points donated but do not receive donor names or personal information.

## **Quarterly Payments**

At the end of each calendar quarter, donated points are totaled for each participating organization and payment requests are calculated according to the current HTA payout schedule.

Checks are typically mailed to organizations around the 14th day of the month following the close of the quarter.