



## 2019 Charitable Giving and Donation Guidelines

Gage Marine and its entities, Lake Geneva Cruise Line and Pier 290 Restaurant, endeavor to support our local community in its charitable and fundraising efforts. Each year, we are happy to support hundreds of events and organizations in many ways. As a company, we plan our charitable giving in advance. The donation requests we receive are numerous, and we consider all requests based on established criteria.

In order to be considered for a donation from our company, please follow the guidelines outlined below.

1. We recommend that you submit your request via our online form. Please be prepared to attach a pdf version of the organization's formal request letter stating the purpose, date and type of the event and how generated funds will be used. Requests can also be mailed, emailed or dropped off in person. In all cases, a formal request letter from the organization is required.
2. Please submit requests at least 30 days prior to the event.
3. Donations are processed once per month, typically near the first of the month and are sent out via regular mail. Requests cannot be processed "on the spot."

**For online submissions:** <http://www.cruiselakegeneva.com/general-information/donations/>  
(Or on the **Boat Tours - General Information** page of our website.)

**For written requests:**

Lake Geneva Cruise Line  
Attn: Donations  
PO Box 68  
Lake Geneva, WI 53147

**For email requests:** [donations@glcl.net](mailto:donations@glcl.net)

If you have any questions, please contact Ellen Burling at 262-248-6206, ext. 1101 or [eb@glcl.net](mailto:eb@glcl.net) .