



Fundraising Guidelines

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

- Please e-mail us at least 2 months in advance to request a date(s) (info@topsmarket.com).
- Please e-mail us at least one week in advance to re-confirm your date and time.
- Given the number of requests we receive, we 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.
- We ask that you not park in our parking lot during the fundraiser. 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 may scare potential supporters - who are also 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.

Thank You and Good Luck!!