



# Sponsorship/Donation Request Form

Sentinel Federal Credit Union receives several requests for sponsorships and donations each year. We wish it were possible to honor all of them since most are very worthwhile causes. The following provides a guideline for how we consider the requests. This assures that Sentinel Federal Credit Union's financial resources are used in a way that best serves our membership. These guidelines will not cover every possible request, special need or opportunity; therefore, we may make exceptions in granting donations or community sponsorships.

### Guidelines

- Requests should be submitted for consideration of sponsorships and donations at least four weeks prior to the event date.
- Consideration is on a case-by-case basis, subject to budget limitations.
- Receiving organization must be within our field of membership but we will consider other non-profit organizations or charitable groups outside of our field of membership.
- We may make donations of money, property, services or volunteer support.
- Completion of this form does not guarantee that we will be able to fulfill the request.

Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Tax Exempt # (if applicable): \_\_\_\_\_ Email Address: \_\_\_\_\_

Event Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Sponsorship/Donation Level Requested: \$ \_\_\_\_\_ Date Sponsorship/Donation is Needed: \_\_\_\_\_

Purpose of Sponsorship/Donation:  Fundraiser  Auction  Giveaway  Promotion

Who do the proceeds benefit? \_\_\_\_\_

How will the event be advertised? \_\_\_\_\_

Benefit of Sponsorship/Donation for the Credit Union (please check all that apply):

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Opportunity to address group | <input type="checkbox"/> Give presentation  | <input type="checkbox"/> Provide table with materials |
| <input type="checkbox"/> Distribute literature        | <input type="checkbox"/> Logo/ad in program | <input type="checkbox"/> Logo in other materials      |
| <input type="checkbox"/> Featured in advertising      | <input type="checkbox"/> Other _____        |   |

Is the requesting organization/contact a member of the Credit Union?  Yes  No

Has the Credit Union provided a sponsorship and/or donation for the organization in the past?  Yes  No

If yes, when and in what way? \_\_\_\_\_

What programs and/or services does the organization provide to the community? \_\_\_\_\_

If our logo is needed for the press material, to who should this information be emailed? \_\_\_\_\_

Please indicate other methods the Credit Union can assist the organization: \_\_\_\_\_

*The above information is correct to the best of my knowledge. Shall the sponsorship/donation be approved, I will use the donated goods for the purpose listed above.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for thinking of Sentinel Federal Credit Union. Your completed request form must be received at least four weeks prior to the event date. Please email, mail or fax the form and any other organizational information to: Sentinel Federal Credit Union, Marketing Department, PO Box 700, Box Elder, SD 57719; Fax: 605-342-2055; Email: marketing@sentinelfcu.org.