

## **Donation Request Guidelines**

Peninsula Federal Credit Union has been a generous supporter of our local communities and is committed to making every effort to further our involvement within the community and its organizations. Because requests are numerous, we have implemented guidelines. If you are interested in seeking a donation, please review the following guideline before submitting your request. Peninsula FCU reserves the right to consider each donation request on a case-by-case basis. Donations must be received **two weeks prior** to the event date and/or the donation/sponsorship deadline.

### **Donations and Sponsorships**

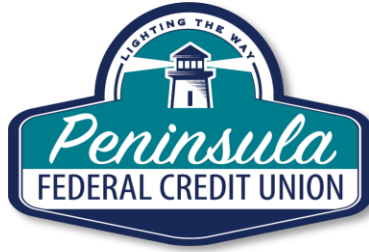
Peninsula FCU will only consider monetary donations and sponsorship requests from non-profit organizations that foster growth and development in the communities we support. A contribution is typically used to raise funds for the benefit of at least one of the following purposes:

- Health
- Education
- Community Service
- Youth Activities
- Cultural
- Special Community Projects

### **Peninsula FCU does not consider donation requests from the following:**

- Religious Groups
- Political parties or candidates
- Incomplete applications
- Requests with less than proper notification

Many factors are included in the evaluation of these proposals, which are reviewed weekly. Peninsula FCU will make every effort to process your request in a timely manner. A decision to deny a request does not imply that the applicant's program is not needed or worthy, but simply that it does not fall within our giving guidelines, priorities, or that funds are not available.



## Donation Request Form

### Complete All Fields

Today's Date:

Name of Organization:

Organization Contact:

Contact Phone:

Event Name:

Event Description:

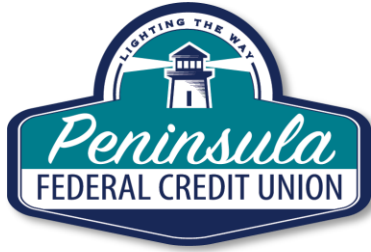
Event Date:

Address:

City:

State:

Zip:



## Donation Request Form

Please Describe Your Request:

Request for: Item\_\_\_\_\_ Monetary\_\_\_\_\_ Sponsorship\_\_\_\_\_

If this request is approved, what are the benefits to the community?

Does your organization have a current relationship with Peninsula FCU?

Has Peninsula FCU donated to your organization in the past?

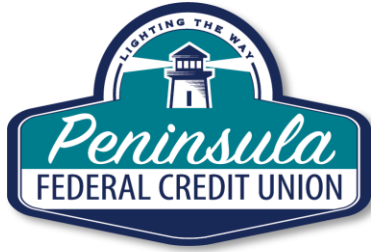
### Donations

If a monetary donation is being requested to whom should the check be made payable?

Amount Requested:

Date funds are needed: **(Minimum of two weeks from the date presented to Peninsula FCU)**

Address to which check should be mailed:



**Item Donations**

Item Requested:

Community(s) Served by Donation:

Date Item is Needed:

Branch where you would like to pick up items: Main \_\_\_\_\_ Mill \_\_\_\_\_ Menominee \_\_\_\_\_

How will Peninsula FCU be acknowledged for the donation?

Do you need a logo or advertisement: Yes \_\_\_ No \_\_\_ Logo: Color \_\_\_ Black & White \_\_\_ Size:

Logo/Advertisement Format: PDF \_\_\_ JPG \_\_\_ Other \_\_\_\_\_

Email address to send logo: Date logo or advertisement is needed:

**Please attach required event flyer.**