



Donation/Sponsorship Request Guidelines

Peninsula Federal Credit Union has been, and is committed to being, a generous supporter of our local communities. While we are always looking for new ways to further our involvement within the community and its organizations, we have implemented guidelines due to the numerous requests. Peninsula FCU reserves the right to consider each request on a case-by-case basis. Donation/Sponsorship requests must be submitted to Peninsula FCU no later than **two weeks prior** to the event date and /or the donation/sponsorship deadline.

If you are interested in seeking a donation/sponsorship from Peninsula FCU, please review the following guidelines:

Peninsula FCU will only consider monetary donations/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: Health, Education, Community Service, Youth Activities, Cultural, or Special Community Projects.

Peninsula FCU does not consider donation/sponsorship requests from: Religious Groups, Political Parties or Candidates, Incomplete applications, or 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.

Donation/Sponsorship Request Form

Today's Date: _____

Event Name/Organization Name: _____

Event Description: _____

Event Date: _____

Event Location/Address: _____

Person of Contact: _____

Contact Phone #: _____

Contact Email: _____

Monetary Donations/Sponsorships

Donation: ____ Sponsorship: ____ (please select one)

Monetary: ____ Item: ____ (please select one)

Has Peninsula FCU donated to your event/organization in the past? Y or N

Does your event/organization have a current relationship with Peninsula FCU? Y or N

Which community(ies) will be served by donation/sponsorship?

If this request is approved, what benefits will it have to the community?

Amount requested: _____

Date funds are needed (**minimum of two weeks from date request is presented to Peninsula**

FCU): _____

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

Address to which the check should be mailed:

Item Donations/Sponsorships

Item Requested: _____

Date Item is needed: _____

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

Sponsorship Recognition

How will Peninsula FCU be acknowledged for the sponsorship?

Do you need a logo? Y or N Logo: Color ____ Black & White ____ Format: PDF ____ JPG ____ Other ____

Email address to send logo: _____

Please attach the required event flyer.