



Capital Credit Union's Community Commitment Application

Date: \_\_\_\_\_ Response from Capital may take up to 3-4 weeks upon receiving request.

Organization's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of Organization \_\_\_\_\_

Is the organization  national  regional  state  local, city name: \_\_\_\_\_

What type of organization is it? (Check all that apply.)  nonprofit  church  school  youth  individual  civic  community  other \_\_\_\_\_

Are you a Capital Credit Union member?  no  yes

Who is affiliated with this group or event?  me  spouse  child  other: \_\_\_\_\_

Will Capital receive public recognition?  no  yes If yes, in what way? \_\_\_\_\_

Item(s) requested:  advertising (describe) \_\_\_\_\_  cash (amount) \_\_\_\_\_  auction, raffle prize merchandise(describe) \_\_\_\_\_  other (describe) \_\_\_\_\_

For what purpose(s) would the donation be used? \_\_\_\_\_

# Community Commitment Guidelines

Part of Capital Credit Union's mission statement and its purpose is to be involved in the communities we serve. We fulfill a portion of this commitment through donations. Since Capital is chartered to welcome members who live or work in Brown, Calumet, Door, Kewaunee, Manitowoc, Marinette, Oconto, Outagamie, Shawano or Winnebago Counties, these are the areas in which we focus our financial and material donations. The following guidelines have been established to help assure that Capital's charitable and financial resources are used in a way that best serves the majority of our membership. These guidelines do not cover every possibility, special need, or opportunity, and Capital may make exceptions while considering requests.

- I. To be considered:
  - a. A community commitment program application should be completed along with detailed information about the request and the affiliated organization.
  - b. Request must be from a local charitable, civic or academic organization. A local organization will have its membership and operation within Capital's service area.
  - c. Projects or events must provide a benefit to a significant portion of Capital's membership and/or the communities in which they live. **(No individual requests accepted.)**
  - d. Preferably it will provide a benefit to Capital through positive publicity and community goodwill.
- II. Requests submitted by Capital Credit Union members will be given priority over requests by nonmembers, but does not guarantee donation.
- III. Submitting a community commitment program application does not guarantee a donation, nor does prior donation commitments.
- IV. Applicants will be notified of Capital's decision by phone, email or U.S. mail.
- V. Requests should be submitted at least three weeks prior to donation deadline to ensure timely response and completion of any ads or other materials that may be needed.
- VI. These requests will not be considered:
  - e. Organizations or causes that do not impact the Capital Credit Union service area.  
*Possible exception: We may contribute if there is significant local participation or Support.*
  - f. Donations to individuals or individual causes.  
*Examples are individual sponsorships for trips, beauty pageants, sports or political programs, walk-a-thons, benefits and fundraisers.*
- VII. Special Requests
  - A. Capital does not participate in selling items in our offices for charity.  
*Examples include selling and posting slips with names on them in our offices or selling actual items.*  
*Exceptions: Any event or organization that Capital is directly involved with and any organizations that Capital has grandfathered support.*

- B. Capital only places collection containers in our lobbies during specific times of the year. Collection containers for items or contributions will not be put in our offices unless it is tied to an event that Capital is sponsoring. If you would like your organization to be put on the list that Capital contributes to during these events, contact Lydia in Marketing. You will be notified when Capital is collecting for your organization in case you would like to publicize the event.