



Capital Credit Union’s Donation and Sponsorship Application

Date: _____ Response from Capital may take 4 weeks upon receiving request due to holidays and volume of requests.

Organization’s Name: _____ Phone: _____

Address: _____

Contact Name: _____ Phone: _____

Address (if different from above): _____

Tax ID/EIN: _____

Purpose of Organization _____

Is the organization national regional state local, city name: _____

What type of organization is it? (Check all that apply.) 501(c)3 non-profit 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: _____

Item(s) requested: Advertising (describe) _____ Cash (amount) _____ Auction, raffle prize merchandise(describe) _____ Other _____

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

Please send completed application to Capital’s Marketing Department at marketing@capitalcu.com Or to Capital Credit Union, PO Box 2526, Green Bay, WI 54306



Donation and Sponsorship 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 those who live or work in Brown, Calumet, Door, Kewaunee, Manitowoc, Marinette, Menominee, Oconto, Outagamie, Shawano, Waupaca 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. Any exclusion of necessary information may
 - 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 **membership, or length of membership, does not guarantee a 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.

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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, please contact our Marketing Department.

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