



## **Prairie Federal Credit Union Donations Guidelines**

Prairie Federal Credit Union supports charitable organizations in the communities where our members work and live. Because Prairie Federal Credit Union receives many solicitations for donations and community sponsorships, these guidelines will outline how the requests are handled. These guidelines help assure that Prairie Federal Credit Union's charitable and financial resources are used in a way that best serves the majority of our membership. These guidelines will not cover every possible request, special need or opportunity; therefore, Prairie Federal Credit Union may make exceptions in granting contributions or community sponsorships.

### **Contributions/Donations**

Prairie Federal Credit Union makes contributions to organizations that serve the communities in which the majority of our members and potential members work or live.

### **Community Sponsorships**

Prairie Federal Credit Union considers for sponsorship only those civic, recreational or charity events and programs located within our member service area.

### **Donation Guidelines**

All requests for donations or sponsorships must be submitted no later than **30 days prior** to the event. The donation request form will be available on our website or the form can be picked up in our lobby. It can be submitted the following ways:

Mail to: Prairie Federal Credit Union  
Attn: Beth Nelson  
PO Box 3160  
Minot, ND 58702

Fax: 1-701-837-5393 Attn: Beth Nelson

Email: [bethn@prairiefcu.com](mailto:bethn@prairiefcu.com)



## Donation Request Form

**Please complete and submit the following form no later than 30 days prior to the event.**

Mail to: Prairie Federal Credit Union

Attn: Beth Nelson

PO Box 3160

Minot ND 58702

Fax: 1-701-837-5393 Attn: Beth Nelson

Email: [bethn@prairiefcu.com](mailto:bethn@prairiefcu.com)

### Organization Information

Request Date \_\_\_\_\_

Organization requesting financial support \_\_\_\_\_

What is the purpose of your organization?

\_\_\_\_\_  
\_\_\_\_\_

Type of Organization \_\_\_\_\_ Non-profit 501(c) 3 No \_\_\_\_\_ Yes \_\_\_\_\_ EIN # \_\_\_\_\_

\_\_\_\_\_ Religious \_\_\_\_\_ School \_\_\_\_\_ Youth \_\_\_\_\_ Community

\_\_\_\_\_ Individual \_\_\_\_\_ Other

### Organization Contact Information

Name of primary contact \_\_\_\_\_

Mailing

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Fax Number \_\_\_\_\_

**Event Information**

Event Information \_\_\_\_\_  
\_\_\_\_\_

Name of Event/Program \_\_\_\_\_

Date of Event \_\_\_\_\_

Event Location \_\_\_\_\_

Average or Expected Attendance at event \_\_\_\_\_

List other major Sponsors \_\_\_\_\_  
\_\_\_\_\_

**Requestor Information**

Are you the primary contact for the organization \_\_\_\_ Yes \_\_\_\_ No

Requestor's affiliation with Prairie Federal \_\_\_\_ Member \_\_\_\_ Spouse/child of member

Other \_\_\_\_\_

Has Prairie Federal Credit Union contributed to this organization in the past? \_\_\_\_ Yes \_\_\_\_ No

If yes, please describe how those funds were used to support your mission

\_\_\_\_\_  
\_\_\_\_\_

Items Requested \_\_\_\_ Advertising \_\_\_\_ Monetary \_\_\_\_ Auction, raffle prize merchandise

Other \_\_\_\_\_

For what purpose would the donation be used?

\_\_\_\_\_

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_