



First Federal Credit Union
FOUNDATION

Charitable Contribution, Gift and Donation Request Form

All requests will be evaluated based on the information provided.

Organization Name: _____

Mailing Address: _____

Contact Name: _____

Phone: _____ E-mail: _____

Name of Event: _____ Date of Event: _____

Location of Event: _____ Estimated Attendance: _____

Does your request fit First Federal Credit Union Foundation's donation guidelines? : Yes No

Request: _____

What is the purpose of this event?: _____

How will the in-kind donation or money raised be used?: _____

Date donation is needed: _____

List any marketing opportunities for First Federal Credit Union Foundation (logo on event materials, advertisement, presentation, etc.): _____

Please indicate other methods First Federal Credit Union Foundation can assist your organization:

Request forms and supporting documentation may also be mailed or e-mailed to:

First Federal Credit Union Foundation
Attn: Donation Request
1035 North Center Pt Rd
Hiawatha, IA 52233
E-Mail: foundation@firstfedcu.com



Charitable Contribution, Gift and Donation Request Guidelines

The mission of the First Federal Credit Union Foundation is to promote the ideal that through the participation and support of community activities, non-profit organizations, school events, and civic and youth organizations, our communities and our Members will prosper. The First Federal Credit Union Foundation will support this mission by providing financial support through donations, grants, scholarships and sponsorships.

To request a donation or sponsorship from the First Federal Credit Union Foundation, please review donation policy and eligibility guidelines below:

All requests must be submitted in writing and accompanied by a First Federal Credit Union Foundation Donation Request Form found at FirstFedeCU.com/Foundation. Request forms and supporting documentation may also be mailed or e-mailed to:

First Federal Credit Union Foundation
Attn: Donation Request
1035 North Center Pt Rd.
Hiawatha, IA 52233
E-Mail: foundation@firstfedcu.com

All requests will be evaluated on an individual basis by the First Federal Credit Union Foundation Board of Directors. The Foundation reserves the right to deny any and all requests by any and all parties regardless of whether they meet or do not meet the criteria noted herein. First Federal also reserves the right to provide in-kind contributions in lieu of cash requests for organizations that meet the criteria as set forth in this policy.

Donation Guidelines

The First Federal Credit Union Foundation will consider donations to organizations and activities that meet the following criteria:

- 501(c)3 organization
- Donations will be considered for amounts of \$500 or greater
- Organization must complete a donation application
- Applications will be reviewed by the Foundation on a quarterly basis
- Donations are not renewable but may be applied for in subsequent years
- The organization may be asked to make a presentation to the Foundation Board to explain in detail the donation request
- Application information will include a description of the purpose of the donation, what the funds will be used for, and how the Foundation will be recognized for its support

Consideration will be given to the financial need of each request, based on the following:

- The requesting organization's sources of support;
- The donation's overall impact to the community or communities served;
- The donation's overall positive impact on First Federal Credit Union members;
- The size or amount of the contribution request; and
- The availability of funds.

Eligibility Requirements

Donations must benefit non-profit organizations with tax exemption under Section 501c(3) or (6) of the Internal Revenue Code which are considered charitable, civic, educational, recreational and/or receive the majority of their support through outside funding. Requesting entities must conduct activities in one of the counties within First Federal Credit Union's Field of Membership (Linn, Clay, Dickinson, Buena Vista)..

First Federal Credit Union Foundation may NOT consider contributions to the following:

- Sponsor(s) of or to political or partisan organizations; "for-profit" organizations; religious groups or religion-based organizations;
- Individual teams or smaller sports organizations that do not benefit a large segment of the community;
- Individuals (including members) or organizations seeking funds for personal or individual endeavors, including reimbursement for medical needs or expenses;
- Those organizations where funds would be used for the purpose of building assets or capital;
- Those capable of supporting themselves; or
- Individual(s) or small group(s) that is not representative of the communities First Federal Credit Union serves or to the membership as a whole.