



## **Charitable Donation Guidelines**

In an ongoing demonstration of the credit union philosophy “people helping people,” Horizon Federal Credit Union supports charitable organizations in the communities where our members work and live. Horizon Federal Credit Union receives many solicitations for donations, volunteer support and community sponsorships. The following provides a guideline for how requests are considered. These guidelines will not cover every possible request, special need or opportunity; therefore, Horizon Federal Credit Union may make exceptions in granting contributions or community sponsorships.

### **Contributions/Donations**

Horizon Federal Credit Union makes contributions to non-profit organizations that serve the communities in which our members work or live. Support is given to organizations that provide for the health, education and welfare needs of our members.

### **Community Sponsorships**

Horizon Federal Credit Union will consider sponsorships to civic, recreational or charity events, programs and publications located within our member service area. As a sponsor, Horizon Federal Credit Union expects to receive published advertising or public name recognition from the requesting organization or group.

### **Contribution Guidelines**

- Requests must be submitted on the Donation Request Application below.
- Consideration for sponsorship will be based on funds availability.
- Requests from Horizon Federal Credit Union members will be given priority.
- Donations may be money, property, services or volunteer support.
- Solicitation on Horizon Federal Credit Union property will not be permitted.

### **Preference will be given to requests that:**

- Reflect the mission and core values of Horizon Federal Credit Union
- Fulfill a relevant need and benefit the community at large

### **Horizon Federal Credit Union will not consider requests for the following:**

- Operating or administrative costs to run an organization or business
- The promotion of any religious or political organizations or events
- Organizations who represent a conflict of interest to the Credit Union
- Individual sponsorship of sport activities or beauty pageants, including travel and competition costs
- Direct contributions to individuals or families in need

# Donation Request Form

Horizon Federal Credit Union is committed to our members and the communities in which our members live or work. We understand being a part of the community means giving back, and we are dedicated to supporting and helping local organizations.

Name of Organization: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

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

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

Phone Number(s): \_\_\_\_\_

Describe the purpose of your organization: \_\_\_\_\_

\_\_\_\_\_

Donation Requested: \_\_\_\_\_

Please describe the purpose of your donation (event, auction, etc.): \_\_\_\_\_

\_\_\_\_\_

Date donation needed: \_\_\_\_\_

How will funds raised be used? \_\_\_\_\_

Is group or contact person a member of Horizon Federal Credit Union?

\_\_\_\_\_

Has Horizon Federal Credit Union provided a donation for your organization in the past? \_\_\_\_

If yes, what was donated and when? \_\_\_\_\_

The above information is correct and should the donation be approved, I will use the donation for the purposes listed above.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Please complete form and mail to:

Horizon Federal Credit Union  
ATTN: Marketing Dept  
330 Pine Street, Suite 400  
Williamsport PA 17701

A request for donation does not guarantee funding.