



Charitable Contribution, Gift and Donation Request Guidelines

Hoosier Hills Credit Union is dedicated to supporting the communities we serve, as well as upholding the credit union philosophy of "People Helping People." As part of these commitments, HHCU supports charitable organizations that enhance the lives of our membership and the communities in which they work and live. To request a donation or sponsorship from Hoosier Hills Credit Union, please review the approved donation policy and eligibility guidelines below:

All requests must be submitted in writing, accompanied by an HHCU Charitable Contribution, Gift and Donation Request Form. Request forms and supporting documents may be mailed or e-mailed to:

Hoosier Hills Credit Union
Attn: Donation/Marketing Request
630 Lincoln Avenue
Bedford, IN 47421
E-mail: donations@hoosierhills.com

A minimum of 30 days notice is required for consideration. All requests will be evaluated on an individual basis. Hoosier Hills Credit Union 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. HHCU 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.

Hoosier Hills Credit Union's Donation Policy:

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

- the requesting organization's source of support;
- the donation's overall impact on the community or communities served;
- the donation's overall impact on Hoosier Hills Credit Union's members;
- the size or amount of the contribution request; and
- funds availability

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 a community, or within an adjacent community, in which HHCU has a place of business.

Hoosier Hills Credit Union may NOT consider contribution to the following:

- for profit organizations;
- religious groups
- individual teams or smaller sports organizations that do not benefit a large segment of the community;
- individuals or organizations seeking funds for personal or individual endeavors
- individuals or small groups that are not representative of the communities HHCU serves or the membership as a whole.



Charitable Contribution, Gift and Donation Request Form

All requests will be evaluated based on the information provided. Incomplete forms will not be considered.

Organization Name: _____

Mailing Address: _____

Contact Name: _____

Phone Number: _____ Email: _____

Name of Event: _____ Date of Event: _____

Have you received the support of HHCU in the past?: Yes No *If yes, which year?:* _____

Support Desired: Donation Sponsorship Date donation needed: _____

Type of assistance applying for? Monetary Other *<specify amount/services>:* _____

What is the purpose of this event?: _____

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

List any marketing opportunities for HHCU (logo on event materials, advertisement, presentation, ect): _____

Please indicate other methods HHCU can assist your organization: _____

If approved, we should make check payable to: _____

Mail check to: same as above other: _____

Are you or a member of your organization a member of Hoosier Hills Credit Union*?: Yes No

If yes, please state name (s): _____

**Membership is not required for consideration.*

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

Hoosier Hills Credit Union

Attn: Donation/ Marketing Request

630 Lincoln Avenue, Bedford, IN 47421

E-mail: donations@hoosierhills.com

Recommending Employee: _____ Date: _____

Approve/Denied: _____ Initials: _____ Date: _____