



#SECFEDGIVESBACK

## DONATION AND SPONSORSHIP GUIDELINES

We are proud to contribute 10% or more of our annual earnings back to the communities we serve through sponsorships and charitable giving.



As a mutually owned bank, we are owned by those who bank with us. To be responsible and respectful to our owners, priority is given to organizations who bank with Security Federal Savings Bank.

We will make every effort to process your request in a timely manner. All organizations will be contacted regardless of approval or denial of your request. A decision to deny a request does not imply that the applicant's program is not needed or worthy, but simply that it doesn't fall within our guidelines or priorities, or funds are not available.

### GIVING OPPORTUNITIES

- Monetary Donations or Sponsorships. If your request is for a sponsorship, please include all levels and benefits.
- In-Kind Donations. We make in-kind donations of merchandise and logo items for non-profit events.
- Community board. We have bulletin space in each branch entryway available for local non-profits. Subject to availability.

### GENERAL GUIDELINES

- Bank customers are given first consideration.
- 501(c)(3) organizations are given priority over non-501(c)(3) organizations.
- Contributions are considered for organizations that are either headquartered or represented in Cass, Howard, Carroll, or Tippecanoe Counties.

### FUNDING EXCLUSIONS

- Individuals
- Talent and beauty contests
- Trips or tours for individuals and groups
- Annual operating expense budgets (*see note*)
- Requests with less than proper notification
- Organizations without 501(c)3 status (*see note*)
- Religious organizations
- Political candidates, organizations, causes, events and activities

*NOTE: Request for funds from organizations that do not have 501(c)3 status or requests for donations for operating expense budgets require special consideration. These requests will be reviewed on a case-by-case basis.*

 @secfedbank

  @sfsbank



### QUESTIONS?

Juli Snipes, Marketing Director  
julia.snipes@secfedbank.com  
574-722-6261



# Contribution Request Application

Thank you for your request from Security Federal Savings Bank. **Complete** applications for requests which meet our Donation and Sponsorship Guidelines will be given consideration. Please include an event flyer.

NOTE: Requests should be submitted at least 30 days in advance of the funds being needed.

Please check "yes" to verify you have read the information above. YES

Your name \_\_\_\_\_

Your title/connection to organization \_\_\_\_\_

Your phone number \_\_\_\_\_

Your email address \_\_\_\_\_

Which staff member provided you with this application? \_\_\_\_\_

How many personal accounts/loans do you have with us? \_\_\_\_\_

Organization name \_\_\_\_\_

Organization Executive Director/President \_\_\_\_\_

Organization Mailing address \_\_\_\_\_

*\*our response will be mailed to this address*

Is organization 501(C)(3)? YES  NO  Does organization receive United Way funds?

What & when have we most recently donated/sponsored? \_\_\_\_\_

How many accounts/loans does organization have with us? \_\_\_\_\_

Today's Date \_\_\_\_\_

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

Date decision needed \_\_\_\_\_

Date funds needed \_\_\_\_\_

Event title/summary of request \_\_\_\_\_

Requested contribution amount (include sponsorship levels, if applicable) \_\_\_\_\_

What will our contribution fund? (Scholarship, equipment, etc.) \_\_\_\_\_

If an advertisement is included, what is the ad deadline and to which email address do we send art files?

If approved, to which email can the ACH form and W9 form be sent? \_\_\_\_\_

## INTERNAL ONLY

Date received \_\_\_\_\_ Meets guidelines Y  N  Amount \_\_\_\_\_ Approved Y  N   
Market \_\_\_\_\_ Within budget Y  N  Letter sent \_\_\_\_\_ AP Date \_\_\_\_\_

REV 2021\_01

