



## Charitable Contribution, Gift and Donation Request Guidelines

Hoosier Hills Credit Union is dedicated to supporting the communities it serves as well as 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](mailto:donations@hoosierhills.com)

***A minimum of 30 days notice is required for consideration.*** All requests will be evaluated on an individual basis by a donations committee on the 2nd and 4th week of each month only. 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](mailto:donations@hoosierhills.com)

Recommending Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Approve/Denied: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_