

## **REQUEST FOR SUPPORT REQUIREMENTS & CRITERIA**

**\*Before applying for a sponsorship or contribution from ORNL Federal Credit Union, please review the following requirements and criteria. \***

### **REQUIREMENTS & CRITERIA**

Specific requirements and criteria are in place for submitting a request for a sponsorship or contribution from ORNL Federal Credit Union. The requirements and criteria are subject to evaluation and change at any time. The requirements and criteria will not cover every possibility, worthwhile cause, special need, or opportunity and ORNL FCU may make exceptions while considering the purpose for making contributions. The intent is not to be exclusionary, but to help the Credit Union make decisions that will best support the interests of our members, our Credit Union, and our community.

- **For a sponsorship or a charitable donation request to be considered:**
  - The request must adhere to the Community Outreach & Contribution Program Policy.
  - The request must support at least one of the Credit Union's three Core Community Values:
    - Financial Education
    - S.T.E.A.M. Advancement (science, technology, engineering, arts, and math)
    - Community Improvement
  - The requesting organization must be a non-profit, local, charitable, or economic organization and have 501(c)(3) status under the IRS Code (tax-exempt).
  - The requesting organization must have its membership and operation within ORNL FCU's community charter area.
  - The request must provide a benefit to the community or Credit Union membership base.
  - The requesting organization must not have received any funding from ORNL FCU in the last 12 months.
  - If support has been granted in the past, the follow-up report must have been received within 120 days after receipt of the funding.
  
- **Requests that do not fall into the above will not be considered. These include:**
  - For-profit organizations that are not tax exempt under section 501(c)(3) of the Internal Revenue Code.
  - Individuals (including both in-kind and monetary donations).
  - Church or religious organizations (unless funds are to be used for specific community betterment, i.e. parks, community food banks, etc.).
  - Political/partisan endorsements.



- **Requests that do not fall into the above will not be considered. These include (con't):**
  - Membership, civic, religious, labor, or fraternal organizations.
  - For-profit third-party fundraising groups (including schools that outsource donation requests).
  - National, regional, or other groups that use any portion of the contribution outside the Credit Union's service area.
  - Funds requested for travel expenses for any individual or group for an event held outside the Credit Union's 19 county charter area.
  - Organizations that discriminate against a person or a group on the basis of age, political affiliation, race, national origin, ethnicity, gender, disability, sexual orientation, or religious belief.

## **OUTREACH AND CONTRIBUTION OPPORTUNITIES**

- **Monetary** – Donation of money, property, or services.
- **Giveaway/Promotional Items** – In-kind donation of item(s) for goodie bags (promotional items such as pens, pencils, keychains, etc.), silent auction, door prize, etc.
- **Volunteer/Staff Resources** – In-kind donation of employee time or services.

## **ORGANIZATION REQUEST PROCESS**

All questions or comments regarding the Community Outreach & Contribution Program should be emailed to [media@ornlfcu.com](mailto:media@ornlfcu.com).

- Organizations must complete the online application. All requests must be submitted to [media@ornlfcu.com](mailto:media@ornlfcu.com).
- Requests received by mail will not be accepted.
- Requests will be reviewed within 12 weeks of receipt.
- Organizations will be notified if their request is approved.
- Due to the volume of requests received, organizations will not be contacted if their request is not approved.
- All required information must be included at the time of submission or requests for support may be delayed and/or denied. For certain requests, additional justification and/or in-person meetings may be requested by ORNL FCU.