



Donation/Sponsorship Request Form

Date _____

Name of Organization _____

Primary Contact Person _____ Title _____

Email _____ Phone Number _____

Mailing Address _____

Are any credit union employees associated with this organization? Yes ____ No ____

Please provide a brief description of your organizations' cause or purpose: _____

Type of Request: Donation ____ or Sponsorship ____

(Please provide specific details; including amount of donation or sponsorship seeking, number of items needed)

Date of event _____ Location of event _____

Date gift is needed (30 days in advance notice required) _____

Who will the gift benefit? _____

What percentage of the gift will be used for the event? _____

What percentage of the gift will be used for the organizations' administrative purposes? _____

Previously have we donated to this organization? _____

If yes, for what reason? _____

Please list prior gifts given _____

Does the organization have any current relationship with us? _____

What recognition will the credit union receive for donating the gift? _____

What documentation will the credit union receive as proof of donation? _____

Please return completed form via mail, fax or personal delivery thirty days or more before donation is needed.

**P.O. Box 1704, La Porte, Texas 77572
Attention: Adelina Gomez Abshire**