

# Charitable Donation Guidelines



## Introduction

*The TrueCore Foundation is a 501(c)(3), non-profit organization supported by TrueCore Federal Credit Union. The volunteer Board of Directors is comprised of a diverse group of employees whose mission is to assist the people and organizations of Licking County.*

*The following guidelines help assure that donations/sponsorships are used in ways that best serve our membership and community.*

## Eligibility Criteria

1. Requests from TrueCore Federal Credit Union members and Community Partners will be given priority over requests by non-members and companies without an affiliation.
2. Preference will also be given where the dollars will be used in accordance with our credit union's mission statement: To improve the financial well-being of our members.
3. Funds must be used in a manner that is considered to be local.
4. Sponsorship must create positive recognition of TrueCore Federal Credit Union.
5. Consideration for sponsorship will be at the discretion of the TrueCore Foundation.
6. **The following request examples will *not* be considered:**
  - a. Solicitations on TrueCore Federal Credit Union property (tag days)
  - b. Projects whose primary purpose is legislative, social, or political
  - c. Individual requests
    - i. Rare exceptions may include personal or family disaster
    - ii. Examples of requests that do not qualify include personal travel, entertainment, conference, beauty pageants, etc.
  - d. Organizations without an identifiable link to the credit union philosophy of "People Helping People"
  - e. Requests from organizations that discriminate by race, color, gender, or national origin.

## Application Process

For consideration, please send this completed form, along with any other supporting documentation, to TrueCore Federal Credit Union at least 45 days prior to your event. You may return it to:

TrueCore Foundation  
Clint White, Chair  
215 Deo Drive  
Newark, OH 43055  
foundation@truecore.org  
Fax: 740-788-3648

All sponsorships will be reviewed monthly and handled accordingly. Due to the high volume of requests, no phone calls please.



## Charitable Donation Request Form

Name of Organization/Event: \_\_\_\_\_

Purpose of the Organization/Event: \_\_\_\_\_

Date of the event: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Member or Community Partner of TrueCore Federal Credit Union? \_\_\_\_\_

Is this organization a non-profit 501(c)(3)? \_\_\_\_\_

Does this organization receive state or federal funding? \_\_\_\_\_

Estimated number to attend the event: \_\_\_\_\_

How will your project/event be publicized, and how will The TrueCore Foundation be recognized?

\_\_\_\_\_

If our recognition requires artwork (ads, banners, booklets, etc.), please list the specifications below:

\_\_\_\_\_

Has TrueCore Federal Credit Union provided a sponsorship for your organization in the past? \_\_\_\_\_

Sponsorship Requested \$ \_\_\_\_\_

Check payable to : \_\_\_\_\_

Address for payment: \_\_\_\_\_

Promotional item: \_\_\_\_\_ Door Prize

\_\_\_\_\_ Give-away item (pens, trinkets) How many? \_\_\_\_\_

The above information is correct to the best of my knowledge. Shall the sponsorship be approved, I will use the donated goods for the purpose listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_