



Donation & Sponsorship Request Form

This form provides you with a quick and easy way to request a donation or sponsorship for your upcoming event. **You will receive a response via email or mail within 10 business days from receipt of this request.** Every request will be given serious consideration; however, not every request can be fulfilled. **Please complete the entire form.**

ORGANIZATION'S INFORMATION

Organization's Name: _____

Mailing Address: _____

Website: _____

Contact person's name: _____ Phone Number: _____

Contact person's email address: _____

Briefly describe the mission and purpose of your organization: _____

EVENT INFORMATION:

Name of Event: _____ Date of Event: _____

Duration of Event: _____

Location of Event: _____

Purpose of Event: _____ Estimated Attendance: _____

Number of years this event has taken place: _____

Briefly describe how the community benefits from your organization and/or this event: _____

Please indicate how FSFCU will be recognized for its support: _____

Would FSFCU employees be involved in this event? And if so, how? _____

Please list publicity plan for FSFCU (example-ad, banner, website, handouts, etc.): _____

Contact person's information for ad or logo submission: _____

For Internal Credit Union Use Only

Date App Rcvd: _____

Approved [] Denied []

Response Date: _____

REQUEST INFORMATION:

How will contribution be used: _____

Mobile ATM requested at event: _____ Yes _____ No

Monetary Request:

Date needed: _____ Amount requested: _____

Make check payable to: _____

Mail check/donation to: _____

Non-monetary Request:

Date needed: _____ Quantity requested: _____

Please indicate the type of donation your organization is seeking (goodie bags, pens, etc...):

Please send this and any supporting documents to:

Fort Sill Federal Credit Union
Attn: Donations/Sponsorships
PO Box 1527
Lawton, OK 73502
donations@ftsillfcu.com