

## **Family First Credit Union Contribution and Donation Policy**

### **Policy Statement**

It is the policy of Family First Credit Union to consider requests from individuals, schools, clusters, civic groups and organizations for contributions and donations. Family First Credit Union will also consider requests for in-kind contributions, such as sponsoring a program for a department within the Fulton County School Board of Education, Atlanta Public Schools, business in our field of membership, or a private school within the Fulton County community.

### **Policy Standards**

Family First Credit Union will make contributions, donations, in-kind contributions to and sponsor worthy causes and activities of organizations that are not part of or sponsored by a 501(c)3 organization, provided the organization conduct activities in a community in which Family First Credit Union has a place of business.

Family First Credit Union will generally not make contributions, donations or in-kind contributions to or sponsor organizations or causes that do not impact the credit union service area, are political or partisan organizations, are for-profit organizations, are religious, ethnic, labor or fraternal groups, unless the event or activity is consistent with the credit union philosophy and corporate objectives, or to individuals who are seeking funds for personal endeavors. The Credit Union will not consider charity-only requests.

### **Policy Guidelines**

In addition to the policy standards, the following basic guidelines will be followed for making contributions and donations. Some exceptions may be made in the case of a special need or opportunity.

1. Family First Credit Union may make contributions of employee time, premiums, property, or monetary donations.
2. Our primary focus on monetary charitable contributions will be to those organizations, events, projects, and programs that adhere to the Credit Union's philosophy of family, service and integrity.
3. Our focus for community events will be to organizations/events that will provide us with high visibility and generate positive goodwill/publicity for the Credit Union within the Fulton County community.
4. In general, donations, sponsorships, or contributions should encompass an overall employee group which would be eligible for membership.
5. Donations, sponsorships, or contributions to events that are opened to the public should be reviewed carefully so that Family First Credit Union is sure to receive a benefit, e.g. being exposed to potential eligible members.

## **Contribution and Donation Limitations**

Credit Union management will budget for contributions, donations, in-kind contributions and sponsorship each year. The budget will be approved by the Board of Directors. The following guidelines have been established to evaluate requests for donations:

- The President or EVP has the authority to approve requests up to \$5000.00. Any amount above \$5000.00 must be approved by the Board of Directors.
- Any member in good standing of Family First Credit Union may make a request for donations.
- If a request is denied, the group will be invited to apply during the next calendar year, contingent upon why their original request was declined.
- For requests to be considered:
  - Requests for monetary donations must be made in writing by completing the Request for Family First Credit Union Contributions and Donations form (the form is attached as part of this policy) and signed by a member of Family First Credit Union. Completed applications must be submitted to the address listed below. Requests submitted by the 10<sup>th</sup> of the month will be considered during the current month. In some requests, the form will not be required for approval (Ex. repeat donations, time constraints, etc.).
  - Requests must be from a local civic, charitable or academic non-profit organization/event within Family First Credit Union's field of membership. This may include local chapters of national organizations.
  - Organizations, projects or events must provide a significant benefit to a considerable portion of Family First Credit Union membership and/or communities within which they live.
  - Organizations, projects or events must be of interest to our staff, members and/ or volunteers.
  - Preferably, the request will provide a benefit to Family First Credit Union through positive publicity and community good will.

## **All completed requests for contributions and donations should be forwarded to:**

Family First Credit Union 3604 Atlanta Avenue Hapeville, GA 30054

## **Review**

This policy must be reviewed at least annually by the Board of Directors.

## Request for Family First Credit Union Contributions and Donations

Family First Credit Union is committed to supporting and strengthening the community of Fulton County by focusing on family, service and integrity. Family First Credit Union focuses its community support on education and family within our field of membership.

Please complete the following information and mail, fax or deliver to the address listed below.

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address of Organization \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

\*Please use a separate sheet of paper if needed. Please ensure that all questions are completed.

1. What is your organization's purpose?

\_\_\_\_\_  
\_\_\_\_\_

2. What is the amount of funding/in-kind contribution being requested? \_\_\_\_\_

3. If granted, for what purpose will the contribution/donation be used?

\_\_\_\_\_

4. Describe how the contribution/donation will benefit the Fulton County community.

\_\_\_\_\_

5. What are the plans for publicity for this project, and how will Family First Credit Union be included?

\_\_\_\_\_

6. Are there opportunities for Family First Credit Union employees to volunteer time? \_\_\_\_\_

7. When are the funds needed? \_\_\_\_\_

**Please fax or mail this form to Family First Credit Union.**

Fax #                      South (404) 768-5496                      Mail:                      3604 Atlanta Avenue  
                                 North (770) 667-8329    Hapeville, GA 30354

.....--.....--.....--.... (Credit Union Use Only) - \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

Contribution/Donation \_\_\_\_\_ Check# \_\_\_\_\_ In-Kind \_\_\_\_\_

Use of Funds \_\_\_\_\_