Community Contribution Request Form

Instructions

On behalf of the members of Charlotte Metro, we are dedicated to giving back to the community in which we serve. If you have a community contribution request, please review the criteria outlined here and complete this form. When completed and signed, please mail your request to:

Charlotte Metro Credit Union
Attn: Community Outreach
718 Central Avenue, Charlotte NC 28204

Guidelines

- Community Contribution Requests should benefit the people in the community in which we live as well as offer Charlotte Metro an opportunity to gain community goodwill, positive publicity, and access to a group’s membership or event list or roster for Charlotte Metro member prospecting.
- Only requests submitted on this form will be considered
- For consideration, please submit your request, at minimum, 30 days in advance of the event, funding, or printing deadline. Requests received with less than 30 days to the event or deadline may not be considered.

Eligibility

Requests must:
- Benefit a charitable cause or effort
- Be a positive contribution to the community as a whole
- Create positive recognition for Charlotte Metro Credit Union
- Occur or take effect within Charlotte Metro’s current service area
- Be limited to one community contribution per calendar year

Organizations or circumstances ineligible for Charlotte Metro community contributions are:
- For-profit agencies / organizations
- Organizations / projects whose primary purpose is religious, legislative or political
- Activities, groups, or events not in the Charlotte Metro service area

These guidelines may not cover every possibility. Charlotte Metro Credit Union reserves the right to make exceptions based on the purpose of the request and impact to the community.

General Information

Name of Organization

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<th>Address</th>
<th>City</th>
<th>State</th>
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<th>Telephone</th>
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Are you a non-profit, tax exempt organization under section 501c(3) of the Internal Revenue Code?
- [ ] Yes  - [ ] No

If yes, will you be able to provide official documentation of organization status if approved for a CMCU contribution?
- [ ] Yes  - [ ] No
## Is your request:

- **Financial?**
  - What is the dollar amount requested: $
  - Payable to:
    - *A completed W-9 form for the organization will be required for any approved community contribution before funds are dispersed.*

- **Manpower?**
  - How many volunteers are needed?
  - Nature of activity to be performed?

- **Material?**
  - What specific materials are needed?

Describe how the contribution will be used:

Describe where will the contribution be used?

What is the date the contribution will be used?

Other deadlines affecting the contribution?

If your contribution is for an event, estimated attendance:

Identify any levels of participation for the event and the benefits of each:

How will this project / event be publicized?

How will Charlotte Metro be recognized?

Are you willing to allow Charlotte Metro to solicit your employees, members, volunteers and/or attendees as a benefit to Charlotte Metro in exchange for a Community Contribution?

- Yes
- No

If no, may we ask why?

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### For Charlotte Metro Use

Reviewed by

Recommendation

- Yes
- No

If no, identify reason

Authorized by (Senior Executive Level)

Date