

FOUR CORNERS COMMUNITY BANK
Donation request form

In an effort to adhere to the Community Reinvestment Act, Four Corners Community Bank (FCCB) has vowed to be an integral part of the community, as well as support various organizations and entities within the counties it serves through monetary donations and sponsorship opportunities. In order for your request to be considered, this form must be completed in its entirety. You may email the completed form to pettijohn@thebankforme.com or mail it to:

Four Corners Community Bank
Attn: Kathryn Pettijohn
1301 West Aztec Blvd.
Aztec, New Mexico 87410

FCCB receives hundreds of requests for donation and sponsorships each year. Not every request can be granted. A designated committee reviews each request based on the information provided and in an effort to maximize the opportunity for the bank. Please refer to the request deadlines on the following page; if your request is not received within the specified timeframe, it cannot be considered. Please direct any questions to pettijohn@thebankforme.com or 505.566.2143.

Today's date: _____ Amount requested: _____

Name of organization: _____ Event date: _____

Phone number: _____ Organization website: _____

Person representing organization: _____ Email: _____

Non-profit? Yes No

If the requesting organization is a 501-C3, please provide a copy of supporting documentation.

Type of entity: _____

Please select the category that best fits your event or purpose:

- Community sports or team Health and wellness Education
 Community festival Other (describe): _____

Purpose of funds/how will they be used?

Who benefits from this event/donation?

Four Corners Community Bank
Donation request form

Do you or does your organization have a banking relationship with FCCB?

Yes No Other (please explain): _____

If yes, please provide the name on the account: _____

Is this an annual or one-time event?

Annual One-time Other (please explain): _____

Can you provide demographic information on the audience this program or event benefits, including the percentage of those who have a low to moderate income? Can you provide documentation on the sources used to obtain and confirm this information?

How will Four Corners Community Bank be recognized for its contribution and partnering with your organization? Will its logo be included in any print or promotional material, or mentioned in other advertising media?

If your donation request is granted, Four Corners Community Bank requests proof that the donated funds were used for the intended purpose; this may be in the form of its logo on printed material, photos of the event, or other promotional media samples used in conjunction with the event. This must be submitted within two weeks following the event.

Request submission deadlines

Because FCCB's committee meets to consider donation requests, it cannot consider requests that are received less than two weeks prior to the event, as specified below:

- > **December 15** (for event taking place January 1-March 31)
- > **March 15** (for event taking place April 1-June 30)
- > **June 15** (for event taking place July 1-September 30)
- > **September 15** (for event taking place October 1-December 31)