

Donation Criteria and Procedures

In an ongoing demonstration of the credit union philosophy “people helping people,” TEXAR Federal Credit Union supports organizations in the communities where our members work and live. To request a donation from TEXAR, please review the following donation criteria and procedures below:

GENERAL CONTRIBUTION GUIDELINES:

For a donation to be considered:

- A donation request form must be completed.
- The organization making the request must be a local civic, charitable or academic organization. A local organization will have its membership and operation within TEXAR’s service area.
- Donations must go to benefit residents of TEXAR’s service area (Bowie County, Cass County, Miller County, Lamar County and Red River County).
- The organization requesting the donation must employ ethical methods of publicity, promotion and solicitation of funds.
- Preferably the donation will provide a benefit to TEXAR through positive publicity and community goodwill.

Requests from TEXAR members will be given priority over requests by nonmembers.

TEXAR may make donations of money, property, or service.

These requests will not be considered:

- Because of the spiritual diversity of our membership, it is very difficult to contribute equitably to religious organizations; therefore requests should not be submitted by religious organizations.
- Organizations or causes that do not impact TEXAR’s service area.
- Donations to benefit a single family’s cause or an individual’s cause, such as trips, beauty pageants, and walk-a-thons.

All copy and artwork are to be approved by TEXAR prior to publication.

Donations must go to benefit a nonprofit organization with a 501(c) (3) tax exemption status. However, requests from schools (private or public) or school-affiliated organizations like a PTA will be considered.

PROCEDURES:

Donation requests must be submitted in writing, accompanied by a **TEXAR Donation Request Form** (available online at www.gotexar.com) and faxed, e-mailed, or mailed to TEXAR Federal Credit Union at:

TEXAR Federal Credit Union

2301 Richmond Road

Texarkana, TX 75503

E-Mail: Donations@gotexar.com

Attn: Donation Request

TEXAR receives many requests for donations, volunteer support and community sponsorship. Due to the tremendous amount of donation requests received, the submitted requests are reviewed the 2nd and 4th week of each month only. You will be notified of the decision by TEXAR within 30 days, either by phone or mail. If a request is granted, then please also note that generally TEXAR can grant only one donation request per organization, per calendar year. If request is granted, check will be made payable to organization, not an individual. The amount of funding will be considered on a case-by-case basis, subject to budget limitations.

TEXAR requires a minimum 30-Day notice for donation requests.

TEXAR reserves the right, at our discretion, to change, modify, add or remove portions of the Donation Criteria and Procedures at any time.

Donation Request Form

Please review TEXAR's Donation Criteria and Procedures prior to completing this form. Please note that submitting this form does not constitute an approval. When we receive a completed form we will make a decision and respond in a timely manner. We require a minimum 30-day notice for donation requests.

Today's Date: _____ Deadline for response by TEXAR: _____

Organization's Information:

Name of Organization: _____

501(c)(3) Federal E.I.N.: _____

Contact Name: _____ Role in Organization: _____

Mailing Address: _____

City, State, Zip: _____

Contact Phone: _____ Contact Email: _____

Is this organization:

- National
- Regional
- State
- Local, City Name: _____

What type of organization is it? (Check all that apply)

- Nonprofit
- School
- Youth
- Civic
- Community
- Other: _____

Are you a TEXAR member?

- Yes
- No

Brief description of who your organization serves:

Organization's Event Details:

Name of Event: _____

Event Date: _____ Event Location: _____

Estimated Number of Guests: _____ Budget for Event: _____

Please describe your event:

Items Requested:

- Monetary Contribution, Sponsorship Levels: _____
- Auction, Raffle or door prize merchandise (describe): _____
- Ad:
Ad size _____
Color or B&W: _____, File extension Requested: _____
E-Mail where the electronic file should be sent: _____
- Volunteers Needed? # _____, Time(s): _____
- Other: _____

Has TEXAR contributed to this program in the past?

- No
- Yes; If Yes, please specify the most recent year, dollar amount and/or additional donation items/volunteer service provided by TEXAR:

Will TEXAR receive recognition as a part of this donation/sponsorship?

- No
- Yes; If Yes, in what way:

Who are the other sponsors of the event, at what levels?

Donation requests, additional documents that describes your event, your 501(c)(3) letter, or any other related document must be submitted in writing, and faxed, e-mailed, or mailed to TEXAR Federal Credit Union at:

TEXAR Federal Credit Union
2301 Richmond Road
Texarkana, TX 75501
Fax: (903) 838-1367
E-Mail: Donations@gotexar.com
Attn: Donation Request

Please note: Submission of this request does not guarantee that your request will be fulfilled.