

## Community Support Guidelines

Sandia Laboratory Federal Credit Union has a long history of supporting community organizations and sets aside a limited annual budget for charitable contributions and corporate sponsorships.

### Charitable Contribution

Qualifying organizations are 501(c)3, accredited educational institutions or recognized community support organizations. We cannot support activities that are strictly religious or political in nature. Although we wish we could support all the worthy organizations that request donations, we believe our resources have greater impact by focusing on specific issues affecting our local communities.

- Literacy and quality education for local students
- Technology and STEM education
- Quality of life for children and young adults

If your organization does not support at least one of these core focus areas, we regret that we are unable to grant your donation request.

### Corporate Sponsorship

SLFCU also supports community and professional activities that help us create stronger relationships with our members and the communities we serve. Unlike our charitable contributions, corporate sponsorships are not required to support one of the core focus areas. However, they will receive greater consideration if they do so. To be considered for corporate sponsorship, your event or activity should:

- Occur in or around areas where SLFCU has branches
- Serve professionals in the high tech, telecom, biotech, education, or government industries, or their related support industries
- Not support a religious or political organization or a particular individual

### Submitting a Request

Please [click here](#) to complete the donation/sponsorship request form. Please note the following guidelines and be sure to include **all** of the needed information when submitting your requests. Supporting documentation is required; see the form for submission instructions.

The request must state how the organization qualifies. A non-charitable organization may request a donation if the primary purpose is charitable or educational (i.e. scholarships, youth activities, etc.). Sports may be considered if the team is organized and administered by an accredited educational organization. Fundraising walks/runs, golf tournaments, and other contests may qualify depending on the purpose.

The request must include:

- If applicable, SLFCU branch and employee name where request originated.
- Primary contact person: name, address, phone, email.
- The name(s) of any current SLFCU member or members involved in the request and/or the activity.
- The deadline for a response from SLFCU. **Your request must be received by SLFCU no later than 30 days prior to deadline.**
- Purpose of the funds requested.
- The dollar amount requested or the sponsorship levels available and the payee to appear on the check. The payee must be an organizational name, not an individual.
- Information about any acknowledgment that will be provided. If an ad or logo will be used, please provide deadline for artwork, exact dimensions of art or logo, desired file format, and whether color or black & white.

**Supporting documentation must be provided via email to [marketing@sifcu.org](mailto:marketing@sifcu.org).**

### Review Process:

Donation and sponsorship requests are reviewed weekly. We will notify you as soon as possible; however, please allow two weeks for notification.