

DONATION AND SPONSORSHIP REQUEST GUIDELINES

We are proud to support local organizations and events that strengthen the communities we serve. Before submitting a request, please review the following guidelines and requirements.

ELIGIBILITY

1) Community Benefit

The organization, project, or event must provide a significant benefit to Fibre and TLC's membership and/or the communities we serve, including:

- a) Cowlitz, Wahkiakum, Clark, Skamania, Lewis, Pacific, and Grays Harbor counties in Washington
- b) Columbia, Clatsop, Tillamook, and Lincoln counties in Oregon

2) Organizational Preferences

- a) Organizations that are a registered non-profit with tax-exempt status or a government entity (such as a school or city), are given priority selection.
- b) Organizations **must** align with at least one of our primary focus areas:
 - i) Youth
 - ii) Education
 - iii) Health & Well-being

3) These requests will NOT be considered:

- a) Organizations that are political or religious by primary nature
- b) Donations for individuals or small groups of individuals, including individual youth sports teams, except in rare instances such as personal or family disaster
- c) Organizations that discriminate against any race, religion, gender, age, creed, sexual orientation, or national origin

4) No organization will be permitted to solicit contributions on Fibre or TLC property.

APPLICATION REQUIREMENTS

Our system requires an application to be completed in *one visit*, below is a list of the information you'll need to provide. **Please review this list and have all materials ready before beginning the online request.**

- 1) The following fields are **required** on all donation or sponsorship requests:
 - a) Full organization name and contact information (address, email, phone, website, etc.)
 - b) Organization's banking relationship with Fibre or TLC, membership not required for consideration
 - c) Organization's Tax ID/EIN
 - d) Organization's mission statement
 - e) Historical involvement with our organization
 - f) Other sources of funding received (e.g., from community foundations or other larger funders)
 - g) County where the organization and event impacts people
 - h) Type of donation being requested:
 - i) Sponsorship – Event or program support, often including advertising, tickets, and other.
 - ii) Donation - Items needed for raffles or giveaways at events
 - iii) In-Kind –Non-cash goods or services
 - iv) Volunteer – Request for Fibre/TLC staff volunteers

SUBMISSION PROCESS

- 1) Requests must be submitted at least 90 days before the start date of your event or program.
- 2) All requests must be submitted using our online request form, located on our website under Fibre Family > Resources > [Community Commitment](#).
- 3) Sponsorship packages or documents outlining sponsorship levels are required for all sponsorship-related requests.
- 4) Additional supporting materials (such as event flyers, budgets, or marketing examples) are optional but encouraged.

REVIEW AND DECISION PROCESS

Our review and coordination process can take up to 90 days, not including coordination time depending on the details of the request and resource availability. All decisions are final.

QUESTIONS

Please direct questions to communitydevelopment@fibrecu.com.