



Community Donation & Request Guidelines
PO Box 1400 Gadsden, AL 35902
1.800.470.0704

Alabama Teachers Credit Union believes in giving back to the communities that we serve. We achieve part of this commitment through community donations. Since ATCU is chartered to welcome members who live, work or attend school in Etowah, Calhoun, Cherokee, Dekalb and Marshall Counties and their families, these are the areas that we focus on with our financial and material donations. The following guidelines help assure that our charitable financial resources are used in a way that best serves the majority of our membership. These guidelines will not cover every possibility, special need or opportunity. Alabama Teachers may make exceptions when considering the purposes for donations.

1. For a donation to be considered:
 - A Community Donation & Request Application must be completed.
 - The requesting organization must be a local civic, charitable or academic organization with the majority of its membership and operation within ATCU's field of membership service area.
 - The projects or events must provide a benefit to a significant portion of ATCU's membership and/or the communities we serve.
2. Requests from ATCU members will be given priority over requests by nonmembers.
3. ATCU may make donations of money, prizes or services.
4. It is difficult to contribute equitably to religious organizations; therefore, ATCU will not consider donating to functions such as picnics, raffles, auctions, etc. hosted by these groups.
5. These requests will not be considered:
 - Organizations or causes that do not impact the ATCU field of membership area. Exceptions could include situations where there is significant local participation or support, or if the organization is holding a state or regional meeting in one of our area communities.
 - Donations for individuals, except in rare instances such as a personal or family disaster. We will not consider sponsorships for trips, beauty pageants, walk-a-thons or family reunions.
 - Adult sports teams and leagues.

Please submit any written information you have regarding the requested donation along with the attached form. Allow up to 5 business days from date of submission for your request to be processed. One request per charity/per year. If you have any questions, contact the ATCU Marketing Department at marketing@atcu.com or 256.543.7040.



Community Donation & Request Application
PO Box 1400 Gadsden, AL 35902
1.800.470.0704

ORGANIZATION DETAILS

Name of Organization: _____ Date of Application: _____

Contact Name: _____ Position: _____

Address: _____

Phone: _____ Email: _____

Website: _____

Is your organization a member of Alabama Teachers? Yes No

Have you received the support of Alabama Teachers in the past? Yes No

If yes, when Month/Year? : _____

Request Details

Name of Project/Event: _____

What type of assistance are you applying for? <Specify amount/services>

Monetary Advertising Auction or Raffle Prize Other (Please specify)

Please provide a brief description of your project/event:

Please indicate your project/event date(s):

Alabama Teachers Recommendation:

Initials: _____ Date: _____ Approved/Denied: _____

Community Donation & Request Follow Up
(to be completed by ATCU employee)

Project/Event/Organization: _____

How will you be using the contribution?

How many people are expected to attend this event?

How will this event be advertised?

How will Alabama Teachers Credit Union be recognized for our support?
(advertising, promotional opportunities)

Make check out to the following (include address):

Alabama Teachers Recommendation:

Initials: _____ Date: _____ Approved/Denied: _____