



## **Community Donation Guidelines**

In order to better handle the large number of requests for donations that OFCU receives, we have instituted the following guidelines.

- 1) Request must be from an organization within our four county area (Otero, Lincoln, Chaves, Eddy)
- 2) Request should meet a need of the community
- 3) Request must be made prior to the event

We will not consider donations to the following:

- 1) Political groups
- 2) Religious groups
- 3) Tours, trips, conferences, or individual participation in sports activities

Request a donation by submitting an official OFCU Donation Request Form. Requests must be made at least 3 weeks in advance of event to be considered.

Mail: OFCU, PO Box 2800, Alamogordo, NM 88311, Attn: Marketing Dept.

Fax: OFCU, (575) 434-8539, Attn: Marketing Dept.

In Person: You can bring your request to any branch location.

When donations are approved, OFCU requests that we receive community exposure in exchange for the donation. If possible, use of the OFCU logo in printed material, verbal acknowledgement of the donation, OFCU banner display, or representation at the event.



**Donation Request Form**  
(Please submit request at least 3 weeks prior to event)

Name of Organization or Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Donation Requested: \$ \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Date donation is needed: \_\_\_\_\_

Purpose of donation: \_\_\_\_\_

Describe your organization's mission: \_\_\_\_\_

Are logo's necessary for your event literature: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Submit request to: OFCU, PO Box 2800, Alamogordo, NM 88311, Attn: Marketing Dept  
Fax: (575) 434-8539

Your request will be evaluated and if it meets our guidelines and funds are available, you will be contacted by mail or email at the above listed addresses. If you have any questions, please contact the OFCU Marketing Dept. at 575-443-7070.