



INSTRUCTIONS:

Please attach a copy of event flyer or registration packet and a W-9 form for the organization. A completed W-9 form for the organization will be required for any approved donation before funds are disbursed. All completed applications should be sent to Rio Grande Credit Union, Attn: Marketing, 301 Rio Bravo Blvd. SE, Albuquerque, NM 87105 at least two (2) months prior to the event. All donation requests are subject to RGCU's Donation Policy. Submission of a request does not guarantee a donation will be granted.

Today's Date: _____ Deadline for Response from RGCU: _____

ORGANIZATION INFORMATION:

Name: _____

Address: _____

Type of organization (check all that apply)

NON-PROFIT COMMUNITY CHURCH SCHOOL YOUTH OTHER

ORGANIZATION CONTACT INFORMATION:

Name: _____ Phone: _____ Email: _____

INDIVIDUAL MAKING REQUEST:

Name: _____ Relation to Organization: _____

Who is affiliated with this group or event?

YOU YOUR SPOUSE YOUR CHILD NONE OF THE ABOVE

The affiliated person is:

AN RGCU MEMBER RGCU ACCOUNT NUMBER: _____

PART OF AN RGCU SELECT EMPLOYEE GROUP (SEG) _____

NEITHER

DONATION REQUEST:

Check (amount): _____

Donated item(s)/In-kind Donation: _____

Event Sponsorship (describe): _____

Other (describe): _____

For what purpose would the donation be used? _____

Will RGCU receive public recognition? **YES** **NO** If **YES**, in what way? _____

INTERNAL USE ONLY:

DATE RECEIVED: _____

CHARITABLE ORG. COMMUNITY INVOLVEMENT PUBLIC RELATIONS

PROMOTIONAL MATERIAL PROVIDED: **YES** **NO** COMPLETED W-9 PROVIDED: **YES** **NO**

IN GOOD STANDING: **YES** **NO** **APPROVED** **DENIED**