



## Wichita Federal Credit Union's Charitable Giving Guidelines

Wichita Federal Credit Union (WFCU) is committed to actively supporting the communities we serve through financial contributions as well as volunteer services by our team members. Due to the number of charitable donation requests we receive, our organization has chosen to give consideration to the following areas:

- **Financial Literacy**
- **Children's Charities**
- **Civic organizations and activities**

Special consideration will be given to proposals that integrate the above issues.

**All requests must be submitted online or by email at [donations@wichitafcu.com](mailto:donations@wichitafcu.com), accompanied by a WFCU Charitable Giving Request Form** found at [wichitafcu.com](http://wichitafcu.com). If unable to submit electronically, request forms and supporting documentation may also be mailed to:

WFCU Federal Credit Union  
Attn: Marketing/Donation Request  
9835 E. 21st St. N.  
Wichita, Ks. 67206

### Sponsorship principles/selection criteria:

- We (Wichita Federal Credit Union) will only sponsor activities that are consistent with our objectives.
- Each sponsorship will include clearly stated objectives and measurable deliverables.
- **Sponsorships will deliver opportunities for our employees to participate.**
- Each sponsorship should aim to deliver appropriate media, WFCU logo placement and sponsorship leverage opportunities according to level of investment.
- Servicing of a sponsorship should not require a significant use of our resources.
- All sponsorship applications – including community-based requests - will be assessed by the WFCU Marketing Department, President/CEO, and in most cases the WFCU Board of Directors.

### A minimum of a 60 day notice is required for consideration.

WFCU reserves the right to handle each donation request on a case-by-case basis. Many factors are included in the evaluation of these proposals. Incomplete applications and requests with less than proper notification will not be considered. If more information beyond the completed application is needed, a representative of WFCU will contact the organization. WFCU will make every effort to process your request in a timely manner. A decision to deny a request does not imply that the applicant's program is not needed or worthy, but simply that it does not fall within our giving guidelines, priorities, or that funds are not available.

## **Eligibility Requirements**

WFCU will only consider requests from registered 501(c) (3) organizations. Organizations may be asked to show evidence of competent management, low administrative/fundraising expense ratios, and a nondiscriminatory program benefiting broad segments of the community. The majority of charitable activities we support are initiated by WFCU employees and fall within the priority areas listed above.

Our regulatory agency, NCUA, allows federal credit unions to make charitable contributions or donations to two classes of recipients as specified below:

- Recipients not organized for profit that are located in Sedgwick County or conduct activities in Sedgwick County, or
- Recipients that are tax exempt organizations under section 501 (c) (3) of the Internal Revenue Code (see accompanying statute) and operate primarily to promote and develop credit unions.

### **Generally, donations will not be considered for the following:**

- Additional funds to organizations already under a multi-year commitment
- Exclusively tax-supported educational institutions
- Individual needs, including scholarships and beauty contest candidates
- Membership dues
- Operational support for organizations that are associated with the United Way
- Travel funds for tours, expeditions or trips
- Groups and organizations outside the communities we serve

### **Eligibility Checklist**

If you answer "NO" to any of the following, it is likely the request will not be approved:

My organization/event is located in Sedgwick County or conducts activities in Sedgwick County, or

My organization is not for profit/tax exempt under section 501 (c) of the Internal Revenue Code (see website: <https://www.irs.gov/charities-non-profits/charitable-organizations/exemption-requirements-section-501c3-organizations>) and operates primarily to promote and develop credit unions.

This event/cause will benefit people and communities in Sedgwick County.

This event/cause provides an opportunity(s) for WFCU employees to participate.

This event/cause is for Financial Literacy, Children's Charities or Civic organizations and activities.



**WICHITA  
FEDERAL**

CREDIT UNION  
wichitafcu.com  
316.941.0600

**Donation Request Form**

*All requests will be evaluated based on the information provided. Incomplete forms will not be considered.*

Organization Name: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Location of Event: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Does your request fit WFCU's donation guidelines?:  Yes  No

Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the purpose of this event?: \_\_\_\_\_

\_\_\_\_\_

How will the in-kind donation or money raised be used?: \_\_\_\_\_

\_\_\_\_\_

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

List any marketing opportunities for WFCU (logo on event materials, advertisement, presentation, etc.): \_\_\_\_\_

\_\_\_\_\_

Please indicate other methods WFCU can assist your organization: \_\_\_\_\_

\_\_\_\_\_

Are you or a member of your organization a member of WFCU Federal Credit Union\*?  Yes  No

If yes, please state name(s): \_\_\_\_\_

\*Membership is not required for consideration nor does membership influence WFCU's decision.