

## **DONATION AND SPONSORSHIP REQUEST GUIDELINES**

- 1. The organization, project, or event must provide a significant benefit to Fibre and TLC's membership and/or the communities we serve, including Cowlitz, Wahkiakum, Clark, Skamania, Lewis, Pacific, and Grays Harbor counties in Washington, and Columbia, Clatsop, Tillamook, and Lincoln counties in Oregon.
  - a. Requests can be made for money, services, such as volunteers, or items, such as gift baskets or swag.
- 2. An organization must be a registered non-profit with tax-exempt status or be considered a government entity, such as a school or city.
  - a. Tax ID information will be required.
- 3. Requests must align with at least one of our primary areas of focus:
  - a. Youth
  - b. Education
  - c. Health & Well-being
- 4. Requests must be submitted at least 60 days prior to when they are needed.
  - a. All requests must be submitted using our online request form, available on our website.
    This can be found by navigating to Fibre Family > Community > Community Commitment.
- 5. These requests will NOT be considered:
  - a. Organizations that are political or religious by primary nature
  - b. For-profit organizations
  - c. Donations for individuals or small groups of individuals, including individual youth sports teams, except in rare instances such as personal or family disaster
  - d. Organizations that discriminate against any race, religion, gender, age, creed, sexual orientation, or national origin
- 6. An organization is allowed one <u>approved</u> request per calendar year. Due to the high volume of submissions that we receive, we will not be able to fulfill each request. Our decisions are final.
- 7. No organization will be permitted to solicit contributions on Fibre or TLC property.