

# Community Support Request Form



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

Donation Due Date: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

## Contact Information

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

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

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

Organization's Mission and History (How it benefits the community):  
\_\_\_\_\_  
\_\_\_\_\_

Proof of 501c3 status or non-profit status (may be attached): \_\_\_\_\_

Describe any relationship the organization has with LCU:  
\_\_\_\_\_  
\_\_\_\_\_

How will the donation serve the community?:  
\_\_\_\_\_  
\_\_\_\_\_

In general, who will be helped by the donation? (do not provide individual names):  
\_\_\_\_\_  
\_\_\_\_\_

Is there recognition opportunity for LCU? (press release, advertisement, banner, naming rights, other - describe):  
\_\_\_\_\_  
\_\_\_\_\_

*In some cases, the organization's budget, financial statement, and sources of other funding may be requested.*

**Advertisement and/or banner specifications** Due date: \_\_\_\_\_  ad  banner

Size of ad: width \_\_\_\_\_ height \_\_\_\_\_ or Size of banner: width \_\_\_\_\_ height \_\_\_\_\_

Ad use:  print  web  full color  black and white

File format:  pdf  jpeg  tiff  other: \_\_\_\_\_

Contact information (where to send the ad, or if questions arise):

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

## Request for other items (gifts, giveaways)

Description of request: \_\_\_\_\_ Quantity: \_\_\_\_\_ Due date: \_\_\_\_\_

### Submit the completed request form to:

Community Support/CC: Rachel Terrell  
Leominster Credit Union  
20 Adams Street  
Leominster, MA 01453

Or email to [communitysupport@leominstercu.com](mailto:communitysupport@leominstercu.com). Include *Community Support Request* in the subject line.

**Additional information regarding details of the request should be submitted along with this document.**