



# Sponsorship Requests

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## *Guidelines and Form*

To meet our requests for charitable funding & assistance, we have established the following eligibility and submission guidelines.

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### **SPONSORSHIP FOCUS**

In order to be considered for funding, requests must fall into one of the following primary areas of focus:

- Adult & Youth financial literacy and general education
- Supports Diversity, Equity, and Inclusion
- Community social programs

Preference will be given to requests that:

- Are located within our market areas
- Reflect the mission and values of TAPCO Credit Union
- Fulfill a recognized need and benefit the community at large

TAPCO is unable to honor request for the following:

- Religious, Political or controversial organizations

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### **APPLICATION**

- All requests must be submitted at least 4 weeks prior to the event dates
- Please fill out the Sponsorship Request form in its entirety. We are unable to process incomplete applications
- Submit the Sponsorship Request form by email to: [marketing@TAPCOcu.org](mailto:marketing@TAPCOcu.org) (note: any electronic attachments must be in a Microsoft Word or PDF format.



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## PROCESSING

Applicants will be notified within 5 business days of approval or denial.

# Sponsorship Request Form

1. Name of organization: \_\_\_\_\_

2. Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

3. Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

4. How did you hear about TAPCO's sponsorship opportunities?

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5. Please describe your event(s) (topic, audience, reach, demographic composition in attendance, etc.)

6. In the box below, please describe how TAPCO's sponsorship will be utilized.



7. In the box below, please explain what you are requesting.

8. In the box below, please explain how your organization aligns with TAPCO's mission and cultural values.

9. How will recognition be given for TAPCO's sponsorship? What photo/marketing opportunities may be available for TAPCO during this event?

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**COMMITTEE USE ONLY**

\_\_\_\_\_ Donation    \_\_\_\_\_ Sponsorship    \_\_\_\_\_ Business Development    \_\_\_\_\_ Event

\_\_\_\_\_ Approved    \_\_\_\_\_ Denied

*Please Describe:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Check - paid to the order of: \_\_\_\_\_

Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Completed Date \_\_\_\_\_ Date Applicant Notified \_\_\_\_\_ Filed Date \_\_\_\_\_