

Sponsorship Request Form Checklist

DCU is committed to the philosophy of people helping people. We do our best to help support a range of events and activities in our branch communities across Massachusetts and New Hampshire.

Please allow 60 days for a decision and processing.

In order to process your request, please follow these steps:

1. Prepare your request including all of the following information in detail on your organization's letterhead:
 - a. Concise statements about the project and the agency
 - b. Sponsorship levels and elements of promotion
 - c. Specific amount requested from DCU
 - d. How the proceeds will be used
 2. Download and complete the Sponsorship Request Form (found below)
 3. Email the completed form and supporting documents to publicrelations@dcu.org
-

What You Can Expect

Should your request be approved, funding will be processed **within 60 days of our receipt** of all required documentation.

We are grateful for each of our community partnerships. Because DCU is a not-for-profit financial cooperative and our level of funding for sponsorships is limited, we cannot accommodate all received eligible requests. Therefore, we must carefully review all requests and provide support only to those organizations that best meet our sponsorship objectives.

Sponsorship Request Form



Date of Request

Date Funds Needed

Legal Name of Organization

Street Address

City

State

Zip

Name of Contact Person

Title

Phone

Email Address

Does this organization have a non-profit tax-exempt classification under Section 501(c)(3) of the Internal Revenue Service (IRS)?

Yes No

Date of Event

\$
Amount Requested

Name of Event

Web Link to Event

Email this completed form and all required documents to **publicrelations@dcu.org**