



Charitable Contributions Request Form

High Country Bank takes pride in working with our community members to build strong relationships and better our communities. Thank you for considering High Country Bank in your search for support. We are dedicated to supporting the communities we serve by giving back through philanthropic activities including donations, sponsorships and other types of charitable support. We also encourage our associates to actively participate in community activities.

We give first priority to organizations who are customers of High Country Bank. Our donation guidelines are as follows:

General Policy:

- Donations must align with our corporate vision, mission, and values
- High Country Bank gives special attention to organizations that enhance the welfare and/or the cultural standard of the communities we serve
- Priority will be given to those organizations in which a company associate is a member

Restrictions

High Country Bank will not give monetary support for:

- Individual endeavors
- Political parties or campaigns
- Organizations that discriminate on the basis of gender, race or religion
- Church programs or other sectarian organizations
- Nationwide health campaigns
- Scholarships, fellowships, and travel grants (excluding High Country Bank's existing programs)

All requests are evaluated for immediate participation and may be considered for future support as well. However, approval and/or participation for one year does not automatically imply future approval and/or participation. For this reason, we encourage you to follow up with us each year and provide a new request form.

INSTRUCTIONS

Please fill out this request form in its entirety. Be sure to include any attachments (flyers, proposals, etc.) that will assist us in evaluating your request. Please drop the completed form off at your local branch location. Please contact your local branch with any questions.



Charitable Contributions Request Form

Requestor's Name	Requestor's phone number	Date submitted	Response needed by
Name of organization benefiting donation		Amount requested	Last year's amount
Organization's address		Federal tax id#	

Strongest area or category of impact (check one)

- Health or medical
- Human services
- Education
- Cultural & historical
- Environmental
- Religious
- Political
- Civic group
- Misc. explain _____

Does your organization or any of its board members have a banking relationship with us?

Yes No

- Checking
- Savings
- Money market
- Loan
- CD
- Other _____

Type of request: Donation (complete section A & C) Sponsorship (skip to section B & C)

Section A - Donation Request

Name of Project: _____

1. Purpose

2. Goals/Outcomes

3. What Communities will the program benefit?

4. What is the overall benefit to the community?

5. Primary beneficiaries of the program:

6. What is your annual budget?

7. What percentage of donations support administration and what percentage is directly applied to stated objective?

8. What percentage of Low to Moderate income level individuals are served by your organization?

9. What percentage of your budget is funded by a public or government entity?

10. How will donors be recognized?

11. Is there anything else you would like us to consider or be made aware of?



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Section B - Sponsorship Proposal

Name of Project:

Purpose

Goals/Outcomes

In which communities does the event occur?

What is the overall benefit to the community?

Primary beneficiaries of the program:

What is your budget for this project?

What percentage of donations support administration and what percentage is directly applied to stated objective?

What is the time frame?

List all other sponsors:

List all media partnerships and describe their level of participation:

Describe the overall benefit to High Country Bank:

Describe your advertising and public relations plans:

Would you be willing to give High Country Bank website presence?	Yes	No
Would you be willing to submit a letter to the editor about our donation?	Yes	No
Would you be willing to submit a press release about the donation?	Yes	No
Would you be willing to come into the bank for a photo op?	Yes	No
Would you allow for us to mention the donation in the Chamber and/or HCB newsletter?	Yes	No
Would you allow us to share information about this donation on social media?	Yes	No
Would you be willing to share verbal recognition of this donation at your event?	Yes	No

List sponsorship options. Are any of these exclusive?

Is there anything else you would like us to consider or be made aware of?



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Section C - Marketing Specs/Requirements

LOGO: If our Logo is needed, check which applies

Color: Color Black & White
File type: vector.ai jpg png

AD

Color: Color Black & White
Size: W: H:
File Type Pdf jpg

Miscellaneous

Will you need a High Country Bank banner?	YES	NO	Qty: _____
Will a display table be needed?	YES	NO	
Will a display table be provided?	YES	NO	
Will you need representatives from High Country Bank?	YES	NO	

If yes, how many _____ Time & date to arrive _____ Location _____

Please list any other marketing requests:

Please note that if a sponsorship package or proposal is provided to High Country Bank, we will still require a donor form to be filed out.