

## **DONATIONS AND CONTRIBUTIONS** \_\_\_\_\_ **III-A-3**

### **I. OBJECTIVE:**

To establish guidelines for use by the Board and Management when considering donations and contributions.

### **II. POLICY CONTENT:**

A. Beartooth Electric Cooperative (BEC) will not seek causes to donate to, but will respond to requests for donations in a fair manner. Donation requests, except labor donation requests, must be submitted on a form provided by BEC for consideration, unless the form requirement is waived by the General Manager/CEO. All donations must directly or indirectly benefit all or a portion of the BEC membership. All donations should improve the community's perception that BEC is a good community member. Donations will not be made to for-profit entities. Donations will not be made to national organizations except as authorized by this policy.

#### 1. Cash Donations may be made to:

- a. Individuals - Donations to individuals should be connected with events or projects that improve the community as a whole and not for the sole benefit of the individual. Examples are 4-H projects, scholarships, etc.
- b. Community Groups - Donations to community groups should be for events or projects that improve the community as a whole and not for the sole benefit of the group. Examples are the Chamber of Commerce, Economic Development, Boys & Girls Club, etc.
- c. Nonprofit Business or Corporations - Donations to nonprofit businesses or corporations must be to provide direct support to members of the community. Examples would be Interfaith Volunteers, Food Pantry, etc.
- d. Industry Organizations - Donations to causes of a statewide or industry wide nature must be to support the public perception of Cooperatives or the utility industry in general. Examples would be catastrophe relief, NRUCFC Integrity Fund, NRECA International Program, etc.

2. Labor donations may be made for community improvement purposes within the BEC service area, and communities within. Examples

would be installing Christmas lighting, community banners, tree trimming, etc.

3. Donations or contributions which are made for purposes which include publication or promotion of BEC may be considered advertising rather than donations and may be subject to this policy unless the advertising is of a business nature such as safety, help wanted, outages, etc. Examples would be community and school activity advertising, sport team billboards, handouts, and circulars.
- B. Cash donations over \$150 will be presented by the donation recipient, by a Board Director, or the General Manager acting on behalf of the recipient, to the full Board of Directors for approval.
  - C. Cash Donations of \$150 and under may be left to management discretion. Management may present smaller donations to the Board for approval if it is felt that Board guidance would be helpful.
  - D. Labor donations of an annual, ongoing, or minor nature will be left to management discretion.
  - E. A donation amount will be established within the annual operating budget each year. A list of donations shall be presented to the Board of Directors on a monthly basis.

**III. RESPONSIBILITY:**

The General Manager/CEO shall be responsible for enforcing this policy.

**IV. TERMINATION OR REVIEW DATE:**

This policy shall be reviewed at the first Board of Director meeting two years after the last revision or review.

**V. APPROVED:**

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President - Beartooth Electric Cooperative

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Secretary - Beartooth Electric Cooperative

Approved: March 27, 2009  
Amended:  
Reviewed:

# Beartooth Electric Cooperative

## SPONSORSHIP AND DONATION REQUEST FORM

1306 North Broadway • PO Box 1110 • Red Lodge, MT 59068

(406) 446-2310 • 1-800-472-9821 • Fax (406) 446-3934

To continually improve the quality of life in our communities and for our members, and to track the funds dispersed, standards have been established for the donating or granting of funds or gifts. Please fill in all the information and attach any supporting information. In order to give your request the attention it deserves, form must be submitted 14 days before donation deadline.

Date of request \_\_\_\_\_ Deadline for donation \_\_\_\_\_

Contact \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

What is the nature of your organization? \_\_\_\_\_

We are a 501(c)3 non-profit

### DONATION REQUEST:

- Advertising (Please attach size and price specifications, information on what the publication will be used for, the number of copies, and distribution.)
- Auction Item
- Door Prize/Raffle Prize
- Cash Sponsorship
- Giveaways
- Or describe your request. \_\_\_\_\_

If event, what date: \_\_\_\_\_ Held annually? \_\_\_\_\_

Describe the event. \_\_\_\_\_

How many people do you estimate will attend? \_\_\_\_\_

How will your event be promoted? \_\_\_\_\_

What is your fundraising goal? \_\_\_\_\_

How will the funds raised be used? \_\_\_\_\_

How will this benefit the community? \_\_\_\_\_

What benefits or recognition will BEC receive as sponsor or donor? \_\_\_\_\_

Is your group associated with any employee or director of BEC? If yes, please give employee or director name and their role in your organization. \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Received by \_\_\_\_\_ Received date \_\_\_\_\_

Denied: Reason \_\_\_\_\_

Approved

Donation Description \_\_\_\_\_ Amount \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_