

DENISON STATE BANK

Request Form for Sponsorships and Donations

Thank you for contacting Denison State Bank as a possible sponsor or donor for your organization. The bank's policy on making corporate donations is listed on back. In order for Denison State Bank to consider your sponsorship/donation request, please provide the following information:

Name of requestor: _____

Name of organization: _____

Description of organization: _____

Mailing address where sponsorship/donation check should be sent: _____

Your phone number: (_____) _____

Amount of money requested from Denison State Bank: \$ _____

How will this money be used: _____

Date of sponsored event (if applicable): Month _____ Day _____ Year _____

How will this donated money benefit your organization: _____

Exposure (how many total people will be aware of this sponsorship/donation): _____

Does this request involve the bank supplying logo or artwork? Yes No

Does requestor/organization have DSB account? _____

Any additional information: _____

Your signature: _____

Upon completion of this form, return it to Denison State Bank, Attn: Marketing, PO Box 71, Holton, KS 66436; or deliver it to any of our bank branches in Holton, Hoyt, Meriden and Topeka; or fax it to (785) 364-3793. The awarding of bank sponsorships/donations will be made within ten business days of the first request. Checks will be mailed to the address indicated above. The bank will inform requesters of any denied requests.

INTERNAL: Payment processed by (employee): _____

Date check was issued: _____ Check Number: _____ GL Number: _____

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Guidelines on Corporate Donations

1. Donation requests should be submitted in writing using this form.
2. Requests can be delivered to any DSB location. Do not submit separate requests to more than one DSB location.
3. The bank gives consideration to requests that benefit the general public. Requests from organizations that are more limited in scope will be given less consideration.
4. Preference is given to requests coming from organizations and representatives who maintain accounts within the bank.
5. Preference is given to requests made by local organizations, not state or national organizations.
6. Donations generally are not granted to individual endeavors, including, but not limited to, the following:
 - Individuals participating in beauty pageants / scholarship pageants
 - Individuals participating in all-star games, honors camps and other similar
 - Adults participating in co-rec teams
 - Individuals participating in privately-funded athletic and activity teams
 - Individual students participating in a study-travel program.
 - Employee recognition programs within private and public companies.*Exceptions may be made.*
7. To be fair and consistent among denominations of faith, it is in the best interest for the bank to not make corporate cash donations directly to churches and religious organizations. The bank may make memorial contributions directly to these types of organizations, as requested by the family in printed obituaries.
8. If a fundraising benefit is being held for someone, we prefer to make donations to an official benefit account held in a bank, not to individuals.
9. Due to the timing of when the bank generates expense checks, it may take up to 10 business days from the date a request is approved to the date a donation payment is delivered.
10. For accurate tax reporting, the bank will not deposit donations directly into accounts held within the bank. Expense checks will be delivered to the approved requestor.
11. Any questions, please contact the bank's Community Relations Coordinator at (785) 364-3131.