



## 2011 Community Donations Guidelines:

Bay Federal Credit Union has a long tradition of being a good neighbor. We enjoy helping local schools and charitable organizations with small financial donations and volunteers from our staff for events throughout our community. In 2010, for the eighth year in a row, we were proud to announce that 100% of our employees volunteered on behalf of Bay Federal to assist community organizations.

As a not for profit financial cooperative, our goal is to continue to give back to the communities in which we live and work. The following guidelines were established to assist organizations in submitting requests for donations or volunteers.

### Decision Making and Limitation in Funding:

Bay Federal Credit Union's community support focuses on four primary areas: education, youth, elderly and at-risk individuals. Bay Federal Credit Union evaluates each request in the context of community focus areas, geographic relevance to our membership, and available budget.

### Eligibility:

- 1) To be eligible for a donation, applicants must be a charitable organization with a current tax-exempt status under Section 501(c) (3) of the Internal Revenue Code, or be a unit of government (including a public school); that benefits the communities in Santa Cruz, Monterey or San Benito Counties.
- 2) The most successful community donation request applications are those that:
  - (a) Address a demonstrated community need, specifically projects or organizations that assist the underserved in our local area;
  - (b) Link a non-profit to Bay Federal Credit Union's goal of community awareness of financial services by providing the credit union recognition in the community; and
  - (c) Provide volunteer opportunities for Bay Federal employees.
- 3) The average community donation ranges from \$25 to \$500 per calendar year.
- 4) To be considered, please submit a written request on your official letterhead. Verbal requests will not be considered. Letters may be addressed to "Bay Federal Credit Union".
- 5) Written request should clearly indicate the name of your event, the date, and how it will benefit your organization and our community overall (please limit to 1-2 pages). Clearly mark where the donation should be sent. Please send your written request at least two months in advance of the event date or printing deadline. Fax to (831) 477-8528, email to [cmayes@bayfed.com](mailto:cmayes@bayfed.com), or mail to:

Bay Federal Credit Union  
Attn: Community Donations  
3333 Clares Street  
Capitola, CA 95010

- 6) If the written request meets the mentioned eligible guidelines, you should receive a response from us through the mail in time for your event. However, please understand that although we would like to honor all requests, we may be unable due to the high volume of requests that we receive. Inquiries related to the application process may be directed to Cheryl Mayes at (831) 477-8521.