



MA Bank

Donation and Sponsorship Request Form

MA Bank has been supporting the communities where we live and work since 1893! Due to the volume of requests received, we ask that this form be completed in its entirety and submitted at least **14 days prior** to your event. Completion of this form does not guarantee that MA Bank will be able to fund your request. Please submit to your local MA Bank branch, email to wcoffman@mabank.com and/or abush@mabank.com, or mail to:

MA Bank, ATTN: Marketing Department, 1513 N. Missouri St. Macon, MO 63552

Details of Applicant

*Organization: _____

*Contact person/title: _____

*Address: _____

*Contact telephone: _____ *Contact email: _____

Website: _____ *501©3 Organization? __ Yes __ No.

*Qualified Missouri nonprofit? __ Yes __ No. Tax ID#: _____

*MA Bank client? __ Yes __ No. *How did you hear about MA Bank? _____

*Do any of our staff or officers participate in your organization? If so, please list:

*Cities or counties served: _____

*Mission or purpose of organization:

*Does the organization fund/sponsor other nonprofits? __ Yes __ No. *If so, which ones? _____

Details of the Request-Please include any supporting documentation

*Amount requested (must identify an amount): \$ _____ *Date funds are needed by: _____ *Brief description of request:

*How many people is this request estimated to help? _____ *How does this request benefit MA Bank? _____

*Will the bank receive any publicity? If yes, in what form? _____

Do you need? __ Logo; File format _____ __ Advertisement; File Format _____ Black & white or color? _____

Ad size? _____ __ Banner __ Specialty Item; Item and quantity needed _____

*How should the check be made payable? _____

*Mailing address for check? _____

Authorized Signature

Thank you for taking the time to complete this application. Please submit to the Marketing Department using one of the methods provided above. If sending via email, please follow up with a phone call to 660-385-3161 to verify that it was received.

*Signature: _____ *Date: _____

Donation and Sponsorship Guidelines

General Guidelines

- All donation and organizational advertising requests must be submitted on the Donation and Sponsorship Request Form available at any MA Bank branch.
- All requests must be made at least 14 days before funds are needed.
- Checks are not made to individuals or businesses.
- You will be notified regarding approval or denial of your request.

Any donation or sponsorship should indicate the purpose for use of funds.

Exclusions

- Individuals
- Businesses
- Private sports teams
- Political Organizations

Publicity

MA Bank reserves the right to publicize any contribution made but would also appreciate efforts made by beneficiaries to publicize our dedication of reinvesting in the communities that we serve. We welcome recipients of donations to submit news releases and organize photo opportunities for the press. A copy of the press release should always be shared with MA Bank prior to publications.



MA Bank

FOR INTERNAL USE- TO BE COMPLETED BY THE MARKETING DEPARTMENT ONLY

Date Received: _____ Date Reviewed: _____

Approved Denied. Date letter was sent: _____

Branch(s) to be charged: _____

Donation GL*299 Sponsorship GL*294

Approved by: _____

Notes: _____