

Charitable Giving Guidelines

Monthly

Requests for charitable donations must be submitted on a “charitable giving form” and submitted to the Human Resources leader at Bennington or Highwater. All request **less than \$5,000** will be approved by a committee on a date selected within the month. The committee members will be the Manager/Director Human Resources and the VPGM of the GBU.

Bi-monthly (If needed)

Requests for charitable donations must be submitted on a “charitable giving form” and submitted to the Vice President Human Resources. All request **greater than \$5,000** will be approved by a committee on a date selected within the bi-monthly period or sooner if necessary. The committee members will be the VPHR, VPGM (GBU) & President of Marine.

All approved decisions made by the committee members will be finalized and processed. All rejected submissions will be communicated back to the referring employee.

This form is intended for employees to request charitable donations.

Charitable Giving Request Form

Date: Business Unit:

Employee Name:

Name of Charitable Organization:

Address:

Contact Person:

Phone #:

Non-Profit Tax 501(c)(3) ID number (if applicable):

Type of Donation:

If monetary, what is the amount of donation: \$

What will the donation be used for?

How will this organization make an impact on our community?

IMPORTANT: Please enclose all important documentation to support your request with the submission of this form. Approvals will be made on the following schedule:

| | |
|----------------------|--|
| Less than \$5,000 | Committee meets monthly |
| Greater than \$5,000 | Committee meets bi-monthly (if needed) |

All decisions will be communicated back to the referring employee. Any denied requests are final and not subject to appeal.

For office use only

Approval Signatures

Date
