

National Bank of Commerce Charitable Contribution Policy

Corporate Citizenship

For over 70 years, National Bank of Commerce has been committed to continually enhancing the economic vitality and social welfare of our communities through corporate sponsorships and charitable donations.

General Criteria

Any group or organization requesting a corporate sponsorship or charitable donation from National Bank of Commerce, must meet the following criteria:

- Located in a community in which National Bank of Commerce serves;
- Submit a written request and provide supporting documentation.

The following are generally ineligible to receive contributions from National Bank of Commerce:

- Individuals raising funds for personal activities, excluding Benefits;
- Political organizations or candidates for public office;
- Requests that are sensitive, controversial, or harmful or that pose a potential conflict of interest to National Bank of Commerce;
- Organizations that discriminate on the basis of race, religion, age, color, sex, disability, national origin, ancestry, marital status, sexual orientation, or veteran status;
- Contribution for events/activities that have already occurred;
- Organizations outside the United States.

Contribution requests

When you are ready to request a contribution, you can send us a letter or complete the [Charitable Contribution Request Form](#) that is attached (feel free to attach additional information as well).

If you are mailing your request to us, please send your information to:

**National Bank of Commerce
Marketing Department
P.O. Box 99
Superior, WI 54880**

You can also fax your request to the attention of the Marketing Department at (715) 398.7664 or email ggrensing@nbofc.com. Please be sure to include all pertinent data, such as the full name of your organization, address, type of request, purpose, or event, and contact information of the requester. You may want to use the attached Charitable Contribution Request Form as a guide to make sure you include all information needed to make a decision on your request.

Please note that at this time, we are unable to accept requests over the telephone.

Review Process

Each request is individually reviewed by the Marketing Department for eligibility and will be considered on its own merits. Requests will be approved or denied within ten business days. If your request will take longer than ten business days to process, you will be contacted and provided with an estimated date of decision.

Please contact the Marketing Department at (715) 394.5531 with any questions.

What is the difference between a sponsorship and a donation?

- A "sponsorship" is a partnership negotiated with another organization (sometimes a not-for-profit organization) for marketing purposes. For example, our logo might be printed in your program or on the backs of your t-shirts. Please designate which type of contribution you are requesting.
- A "donation" is strictly defined as either funds or an item given to a not-for-profit organization, for which a tax receipt is issued.



Charitable Contribution Request Form

Attn: Marketing Department • PO Box 99 • Superior, WI 54880 • (715) 394.5531

GROUP OR ORGANIZATION INFORMATION

Date of Request: _____ Date Request Needed: _____

Name of Group or Organization: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Person Making the Request: _____

Title: _____ Phone: _____

Email Address: _____ Fax: _____

Organization's Primary Purpose/Mission: _____

Is your group or organization a 501(c) (3) nonprofit agency? YES NO

Is your group or organization a customer of National Bank of Commerce? YES NO

Are there any National Bank of Commerce employees involved with your group or organization?

YES Please list: _____

NO

DETAILS OF REQUEST

Purpose of your request/Name of Event:

Location of Event: Superior, WI Poplar, WI Solon Springs, WI
 Duluth, MN Hermantown, MN Other: _____

Type of Request: (Check all that apply) Monetary Amount requested: \$ _____
 Giveaway item(s) # of items requesting: _____

ADVERTISING INFORMATION

Will there be any advertisement/promotions featuring National Bank of Commerce?

YES NO

If YES, please describe:

What format do you need to receive our logo? pdf jpg other: _____

Email address to send logo: _____

Internal Use Only

Date received by SMD: _____ Date processed by SMD: _____

Approved? YES NO

Approved by: _____

ACCOUNTING DEPARTMENT INSTRUCTIONS

GL# _____

AMOUNT \$ _____

Please forward the request to:
