



Community Donation Guidelines

In order to better handle the large number of requests for donations that OFCU receives, we have instituted the following guidelines.

- 1) Request must be from an organization within our four-county area (Otero, Lincoln, Chaves, Eddy)
- 2) Request should meet a need of the community
- 3) Request must be made prior to the event

We will not consider donations to the following:

- 1) Political groups
- 2) Religious groups
- 3) Tours, trips, conferences, or individual participation in sports activities
- 4) Company and/or group parties

Request a donation by submitting an official OFCU Donation Request Form. Requests must be made at least 3 weeks in advance of event to be considered.

Mail: OFCU, PO Box 2800, Alamogordo, NM 88311, Attn: Marketing Dept.

Fax: OFCU, (575) 434-8539, Attn: Marketing Dept.

In Person: You can bring your request to any branch location.

When donations are approved, OFCU requests that we receive community exposure in exchange for the donation. If possible, use of the OFCU logo in printed material, verbal acknowledgment of the donation, OFCU banner display, or representation at the event.



Donation Request Form
(Please submit request at least 3 weeks prior to event)

Name of Organization or Event: _____

Date of Event: _____

Donation Amount: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Date donation is needed: _____

Purpose of donation: _____

Describe your organization's mission: _____

Are logo's necessary for your event literature: Yes: _____ No: _____

Submit request to: OFCU, PO Box 2800, Alamogordo, NM 88311, Attn: Marketing Dept

Fax: (575) 434-8539

Your request will be evaluated and if it meets our guidelines and funds are available, you will be contacted by mail or email at the above listed addresses. If you have any questions, please contact the OFCU Marketing Dept. at marketing@oteroofcu.org.