

# Donations Request Form

- \* Form must be completed and signed by a member of Chemcel Federal Credit Union
- \* Email submission to: [hr.marketing@chemcel.org](mailto:hr.marketing@chemcel.org)
- \* Include a detailed letter explaining your request.
- \* Requests submitted by the 15th of the month will be considered during the current month. Responses will be sent out by the 28th of each month
- \* Form must be legible. Please print.
- \* Include your organization's IRS 501(c)(3) form if registered.
- \* Requests that benefit the community in general are given top priority.

If you prefer, forms may be mailed to:

**Chemcel Federal Credit Union**  
**Attn: Donations Request**  
**5740 County Road 4**  
**Bishop, Texas 78343**

Member's Name: \_\_\_\_\_

Member's Account # (only for reference): \_\_\_\_\_ Date of request: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Name of Group, Organization or Individual requesting donation:  
\_\_\_\_\_

Amount requested: \_\_\_\_\_ Total Projected Budget (Est.): \_\_\_\_\_

Date funds needed: \_\_\_\_\_

Describe the nature of the request and how the donation will benefit the community:  
\_\_\_\_\_

Who will this donation benefit? (Full legal name of person or organization):  
\_\_\_\_\_

How many members of Chemcel will benefit from this donation? \_\_\_\_\_

Member's Signature \_\_\_\_\_