



Bank of Botetourt

Taking Care of You

Donation Request Policy and Guidelines

Bank of Botetourt has been a generous supporter in our 100 + year history and has granted thousands of donation requests in an effort to further our involvement within the community and its organizations. Donations have ranged from national organization fundraisers such as *Relay for Life* to local school raffles. Because the requests are so great, guidelines have been implemented in order to assist as many organizations as possible. If you are interested in seeking a donation, please review the following guidelines before submitting your request. Bank of Botetourt reserves the right to handle each donation request on a case-by-case basis.

Monetary Donations and Sponsorships:

Monetary donations and sponsorship requests will only be considered if you are a 501c (3) non-profit organization. The contribution must be used to raise funds for the benefit of at least one of the following purposes:

1. Health
2. Education
3. Community Service
4. Youth Activities
5. Cultural
6. Special Community Projects
7. Environmental

Other Criteria

- Priority will be given to organizations that foster growth and development within the communities we support; Botetourt County, Roanoke City, Roanoke County, Rockbridge County and Smith Mountain Lake.
- Donations can only be given to organizations that are not for profit and an Exempt Status number must be included in your request.
- Donations will be made on a relative need basis. Groups with greater need will be given priority.

Bank of Botetourt does not consider donation requests for the following:

- Requests from individuals
- Religious groups (except those that bank with us)
- Political parties, candidates or causes

- Incomplete applications
- Requests with less than proper notification

Many factors are included in the evaluation of these proposals. If more information about a specific organization is needed, a member of Bank of Botetourt's donations committee will contact the organization. During the review process, we may arrange a meeting or site visit to discuss the project. When the review process is complete, Bank of Botetourt's donations committee will determine if a request is approved or declined. Requests for donations are reviewed by our donations committee on the third Wednesday of each month.

Please submit your written proposal to:

Bank of Botetourt
Donations Committee
P.O. Box 615
Troutville, VA 24175
Fax: 540-966-3927

Bank of Botetourt will make every effort to process your request in a timely manner. All organizations will be contacted regardless of approval or denial of your request. A decision to deny a request does not imply that the applicant's program is not needed or worthy, but simply that it does not fall within our giving guidelines, priorities, or that funds are not available.