

Request for Sponsorships and Donations

Thank you for contacting Silver Lake Bank as a possible sponsor or donor for your organization. The bank's guidelines on making corporate donations are listed on the back. For Silver Lake Bank to consider your request, please review our guidelines and provide the information requested below. Requests should be submitted at least 30 days in advance.

Date of Request		Request Deadline Date	
Name of organization			
Organization and/or event website			
Organization Address			
Mailing address for check (if different from above)			
Description of organization/ organization mission statement			
How did your organization hear about Silver Lake Bank?			
Has Silver Lake Bank contributed to your organization in the past?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:		
Request Details	<input type="checkbox"/> Donation Only <input type="checkbox"/> Sponsorship/Event		
Donation amount requested		If multiple levels of sponsorships, please attach details	
Name of Event			
Date of Event		Time of Event	
Please indicate the primary purpose of the request (provide details below)	<input type="checkbox"/> Benefit low or moderate income individuals with affordable housing <input type="checkbox"/> Benefit low/moderate income individuals or areas with community services <input type="checkbox"/> Provide activities that revitalize or stabilize low/moderate income geographies <input type="checkbox"/> Provide assistance to federally declared disaster area <input type="checkbox"/> Other (describe below)		
Description of primary purpose of request selected above			
Exposure (number of people aware of the sponsorship/donation)		Is requestor/organization a Silver Lake Bank customer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will Silver Lake Bank be receiving any advertising or media promotion?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Does request involve the bank supplying logo or artwork?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional information or comments (if logo or artwork needed, supply details here)			
Requestor's name			
Requestor's contact information	Phone:	Email:	
Requestor's signature			

Upon completion of this form, please return it to Silver Lake Bank, 201 NW Highway 24, P.O. Box 8330, Topeka, KS 66608, deliver it to the North Topeka Branch or email to slbank@silverlakebank.com. The awarding of bank sponsorships/donations will be made within 15 business days of the first request. Checks will be mailed to the address indicated above.

For Internal Use Only:

Amount approved		Approved by (Initial & date)		Check processed (Initial & date)	
-----------------	--	------------------------------	--	----------------------------------	--

Silver Lake Bank

Guidelines for Corporate Donations

1. Donation requests should be submitted in writing using this form. To be considered, request should include this completed form, a copy of organization's 501(c)3 status and a copy of any event promotional materials.
2. Requests can be delivered to the Silver Lake Bank North Topeka location at 201 NW US Hwy 24.
3. The bank considers requests that benefit the general public. Requests from organizations that are more limited in scope will be given less consideration.
4. Preference is given to requests coming from organizations and representatives who maintain account relationships with the bank.
5. Preference is given to requests made by local organizations, not state or national organizations.
6. Donations generally are not granted to individual endeavors, including, but not limited to, the following:
 - Individuals participating in beauty pageants/scholarship pageants.
 - Individuals participating in all-star games, honors camps and other similar.
 - Adults participating in co-rec teams.
 - Individuals participating in privately funded athletic and activity teams.
 - Individual students participating in a study-travel program.
 - Employee recognition programs within private and public companies.
7. To be fair and consistent among denominations of faith, it is in the best interest for the bank to not make corporate cash donations directly to churches and religious organizations. The bank may make memorial contributions directly to these types of organizations, as requested by the family in printed obituaries.
8. If a fundraising benefit is being held for someone, we prefer to make donations to an official benefit account held in a bank, not to individuals.
9. Due to the timing of when the bank generates expense checks, it may take up to 15 business days from the date a request is approved to the date a donation payment is processed.
10. For accurate tax reporting, the bank will not deposit donations directly into accounts held within the bank. Expense checks will be provided to the approved requestor.
11. Any questions, please contact the bank's Marketing Manager: (785) 379-8207.



Topeka | Silver Lake | Lawrence | Overland Park