



DONATION POLICY

- The primary purpose of the donations program at Wood County Electric Cooperative (WCEC) is to assist charitable, educational and civic organizations that reside within the 9 County WCEC service area.
- Under direction of the General Manager, the Communications Specialist administers the annual donations budget and distribution of funds and goods.
- Priority will be given to organizations that foster growth and development of youth, sponsorship of causes that help the underprivileged, and those that concentrate on civic and community development.
- The Co-op will give priority to those organizations that have a purpose consistent with WCEC goals.
- Donations will only be allotted to non-profit organizations with a Federal Tax ID Number, which must be included in the request.

How to Request a Donation from Wood County Electric Cooperative

- All donations must be requested via the approved donation request form, located at www.wcec.org , under Community/Charitable Programs tabs. For those without access to the internet, the form can be picked up at WCEC headquarters at 501 S. Main Street, Quitman, TX 75783.
- Completed forms can be scanned and emailed, mailed, or faxed to the following:
 - Email: paige.eaton@wcec.org
 - Mail: Wood County Electric Cooperative
Attention: Communications Specialist
P.O. Box 1827
Quitman, TX 75783
 - Fax (903) 763-5693
- It will take two to four weeks to process donation requests. Donation requests made less than two weeks prior to an event will not be considered.



DONATION REQUEST FORM

Organization: _____
 Contact Name: _____
 Mailing Address: _____
 City: _____ State and Zip Code: _____
 Phone Number: () _____
 Amount Needed: _____
 Date Required: _____
 Federal Tax I. D. No. _____

Describe the purpose of the donation: *Event sponsorship, items needed, etc:*

Describe the value to WCEC: *Logo on program; named at event; table to attend; etc:*

Has WCEC provided a donation to your organization in the past? YES / NO

If yes/ what and when? _____

List any additional relevant info/comments: _____

The above is correct to the best of my knowledge, and if the donation is approved, the goods and/or money will be used solely and expressly for the purpose listed.

X _____
Signature Date

For WCEC internal use:

Approved:	Date Mailed: _____
Rejected:	