

EMPIRE ELECTRIC ASSOCIATION, INC.
BOARD OF DIRECTORS
POLICY NO. 17

DONATIONS POLICY

I. OBJECTIVE:

- A. To provide a coordinated and consistent system for the approval of requests by individuals, groups or organizations for moneys and/or materials as donations or sponsorship fees that conform with Empire Electric's (Cooperative) policies and purposes.

II. POLICY

- A. Donations or sponsorship fees may include requests that could reasonably be considered to be for non-profit, educational, social, charitable, public safety or similar purposes. Examples are requests for donations or contributions to non-profit community and civic organizations, colleges, schools, or for educational purposes that may benefit the Cooperative and/or the utility industry. Donations may be direct monetary contributions or they may include, but not be limited to, special purchases, honorary membership fees, meal or banquet tickets, advertising acknowledgments, in-kind services, and other transactions. Sponsorship fee examples include, but not limited to area athletic programs and cooperative employee participant programs, such as company softball, volleyball, bowling, and golf teams.
- B. Unless otherwise included in the approved annual donation budget, all donation or sponsorship fee requests must be made in writing using the application form attached to this policy for review and recommended action by the board of directors ("Board").
- C. During the annual budget review the general manager ("Manager") shall present proposed amounts for funding specific donations and sponsorship fees in organizations in accordance with this policy.
- D. The budget will include a Board discretionary amount to be used by the Board to fund donation or sponsorship requests as they may be made during the year.
- E. The budget will include a discretionary amount to be used by the Manager to fund minor donations (up to \$500) or sponsorship requests (up to \$250) as they may be made during the year.
- F. The total budget for all donations and sponsorship fees will not exceed one-half of one percent (0.5%) of the total budgeted operating revenue.
- G. The Board, regardless of amount, will approve all donations of the required construction advance for an electric utility extension for economic and community development.

III. RESPONSIBILITY

- A. The Board shall be responsible for any change or revision of this policy.
- B. The Manager is responsible for administration of this policy and for making recommendations on necessary or required changes.

AUTHORITY: Board Motion 12/22/95
Board Review 11/18/2005 [Amended]
Board Review 1/18/2008 [Amended]
Board Motion 11/20/2009 [Amended]
Board Motion 8/10/2012 [Amended]

**APPLICATION FOR DONATION FROM EMPIRE ELECTRIC
ASSOCIATION, INC.**

The following information is provided to Empire Electric's board of directors as an application to receive a donation. The undersigned acknowledges that Empire Electric has a limited and capped amount of funds available for donations. Applicant(s) shall be selected by the board of directors and its decision shall be final.

To be eligible, the donation has to be for non-profit, educational, social, charitable, public safety or similar purposes, and applicant(s) must be not-for-profit and non-political. By submitting this application, the applicant(s) verifies the accuracy of the information contained herein.

ONE COPY OF THE APPLICATION AND SUPPORTING DOCUMENTATION MUST BE RECEIVED AT LEAST TEN (10) DAYS PRIOR TO THE BOARD MEETING THE DONATION REQUEST WILL BE CONSIDERED. This can either be delivered or emailed to the executive secretary at:

Executive Secretary
801 N. Broadway
P.O. Drawer K
Cortez, CO 81321 or email: denise.rosenbaugh@eea.coop

Applicants will be notified of amounts granted, if any, within thirty (30) calendar days of the board meeting the request is considered.

On a separate piece of paper, please provide the following required information:

1. Official name, address, phone number(s) and e-mail address of the organization or individual.
2. Name of contact person.
3. Is the organization or individual activity not-for-profit?
4. Is the activity for which the donation is sought non-political?
5. Provide the mission statement for your organization or individual activity. If you do not have an adopted mission statement, please state succinctly what the purpose of your organization or individual activity is.
6. How many years has your organization been in existence or have you been conducting your individual activity?
7. Attach a copy of your organization's or individual activity's budget for the fiscal year you are requesting the donation.
8. Identify the members of your board of directors and your officers.
9. State the amount of your donation request and exactly how you would use the donation for non-profit, educational, social, charitable, public safety or similar purposes. What does the activity for which you are requesting funding do to help Cortez, Dolores, Mancos, Dove Creek, Monticello, Utah, the Ute Mountain Ute Tribe, or adjacent counties improve itself as a community?
10. State how your organization will recognize Empire Electric if it provides your organization a donation.
11. State or attach any additional information you believe would be helpful in determining whether you or your organization should receive a donation.
12. Provide signature(s) of authorized representative(s) and date the application.