



Donation Request Form

Any organization requesting financial support, sponsorships, contributions or event participation from Home Federal Bank must submit this donation request form. We ask that your request be submitted 45 days prior to any event or participation deadline in order to allow time for proper consideration. Due to the number of requests received, incomplete request forms and those without supporting documentation may not be considered. Completion of this form does not guarantee that Home Federal Bank will be able to fulfill the request. Please send the completed donation request form along with a sponsorship request letter on your organization's letterhead and proof of 501(c) status, if applicable, to sponsorships@hfbla.com or 222 Florida Street, Shreveport, LA 71105, with attention to Marketing Officer.

Date of Request:

Organization:

Tax ID #:

Contact Person:

Physical Address:

Mailing Address:

Phone:

Email:

Name of event:

Date of event:

Location of event:

Attendance Expected:

Describe event:

Dollar amount requested?

Date needed by:

Items requested?

Date needed by:

Do you need our logo?

If so, please specify format:

Does this event require an ad to be developed?

If so, please provide ad size:

Format:

Due date:

Email ad to:

What is the mission of the organization?

Has Home Federal Bank previously funded this organization?

What percentage of amount requested will be used for programs?

How will Home Federal Bank be recognized?

Is the organization a customer of Home Federal Bank?

If so, what relationship do you have with us?

Are any Home Federal Bank employees involved in the organization or event?

If so, please list names:

Request deadline:

Please direct any questions regarding sponsorships to sponsorships@hfbla.com or call 318-222-1145.