



# **QNB BANK**

## **COMMUNITY SUPPORT GUIDELINES**

December 18, 2018

QNB Bank (QNB) is dedicated to supporting worthwhile organizations and causes in the community. By following these guidelines, we can ensure that resources are equitably distributed throughout the communities that the Bank serves.

Public Relations and Community Support are programs which are coordinated through the QNB Marketing Department. Marketing provides central record-keeping for support requests and assures that no duplication of support occurs.

All requests for support must be documented using the "Request for Support" form found on the following page. For first-time requests, a completed W-9 form **MUST** accompany the Request for Support form for the contribution to be considered. A W-9 may be found at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>. Completed Request for Support forms may be dropped off at any QNB Branch or mailed to the Bank.

Because requests exceed funds available, each proposal is viewed within the framework of the following guidelines; keeping in mind the Bank's commitment to help organizations which need support and provide a viable benefit to the community and its residents. The following factors are considered in a decision to provide support.

### **BASIC GUIDELINES**

1. Is the organization and/or event based in our market area and does it provide a benefit to the communities within our market area? (See page 3 for detail of the Bank's market area.) Regional and National organizations may qualify if they hold an event or benefit within the market area.
2. The benefit to the community and the Bank versus the cost involved.
3. The credibility and track record of the organization.
4. The total amount of contributions, both monetary and nonmonetary, given to the same organization within the year.
5. The organization's relationship or individual member's relationship with the Bank.

### **WE DO NOT SUPPORT**

1. Organizations and programs designed to influence legislation or elect candidates to public office.
2. Individuals.
3. Endowment funds.
4. Ecclesiastical programs of churches or other sectarian organizations (except education, youth, and community-related projects).



# REQUEST FOR SUPPORT

|                       |  |
|-----------------------|--|
| Date of Request       |  |
| Name of Organization  |  |
| Contact Person        |  |
| Address               |  |
| City, State, Zip      |  |
| Phone Number          |  |
| Federal Tax ID Number |  |

Request for:  Monetary Support  Item Donation (*door prize, handouts, etc.*)  Both

Amount(\$)/item requested: \_\_\_\_\_ Date of event: \_\_\_\_\_

### Please describe your request...

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Does the organization have a current account relationship with QNB?  Yes  No

If yes, what type of account(s)?  Checking  Savings  Money Market  Investments  
 Certificate of Deposit  Loans  
 Other \_\_\_\_\_

Has QNB received this request in the past?  Yes  No (Please attach a completed IRSW-9 form)

If your organization has a mission statement, please attach a copy to this request.

What are the benefits to the organization if this request is approved?

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What are the benefits to QNB if this request is approved?

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What are the benefits to our community if this request is approved?

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Signature \_\_\_\_\_

*Please return your completed request to any QNB Branch or mail to QNB, PO Box 9005, Quakertown, PA 18951*

### FOR BANK USE ONLY

Employee name: \_\_\_\_\_ Branch/Department: \_\_\_\_\_ Ext.: \_\_\_\_\_

Recommendation: \_\_\_\_\_

\_\_\_\_\_

Employee signature:

Date:

Request for Support.Lindd 12/15

# QNB Bank - Market Area



Scale: 1/4" = 1 Mile