

CHARITABLE CONTRIBUTIONS POLICY

Lewiston State Bank ("Bank") is committed to supporting causes that improve the quality of life for the residents of Utah and Idaho. This support is most often given in the form financial donations to local organizations within the communities we serve.

All parties requesting financial support from the Bank must complete a charitable contribution request form. If the organization meets the requirements below, please complete the following form and submit it to your local Lewiston State Bank branch or mail to the address below.

Contributions Policy

- A charitable organization is required by State law to be registered with the Utah Division of Consumer Protection agency before soliciting charitable contributions.
- The organization must be a 501(c)(3) or non-profit organization. Please submit a copy of the letter from the IRS stating your organization's 501(c)(3) status with your request.
- Requests should be submitted at least **60** days prior to the event to give proper time to evaluate the request. Incomplete proposals or those with deadlines within **60** days of submission may not be considered.
- Complete proposals will be considered monthly by the Bank's charitable contributions committee
- Complete proposals include a description of the organization, its mission and major accomplishments, and a list of current board members and key staff.
- Within 60 days following the event, please provide a letter or program showing how funds were used and the benefits the Bank received.

Preferential consideration is generally given to requests where the following apply:

- The recipient is a local community organization in the state of Utah or Idaho.
- Money donated will be spent in Utah or Idaho.
- Money donated will directly benefit the residents of Utah or Idaho.
- Money donated will benefit a significant group of people (as opposed to a single person).
- The Bank receives recognition for its donations.
- The requesting party or its significant members are clients of the Bank.

With few exceptions, the Bank does not make charitable donations to or for the following:

- To individuals
- For travel and related expenses
- For start-up funds for new organizations or businesses
- To for-profit entities
- To programs solely for religious purposes
- To organizations outside the communities we serve
- To political campaigns or parties
- For scholarships

The Bank does not make charitable donations to for-profit organizations. For-profit organizations seeking sponsorship may submit requests, which will be evaluated by the Bank on a commercial basis for the advertising and marketing, benefit such sponsorships would provide to the Bank.

In order to accommodate contribution requests, the Bank may choose to donate promotional items that could be used by the requesting party.

Please send complete proposals to the following address:

Lewiston State Bank
Attn: Charitable Contributions / Lorie Naegle
P O Box 32
Lewiston UT

Please direct questions regarding Lewiston State Bank's charitable contribution policy to Judd Austin at (435-774-1778) or JAustin@ls-bank.com.



CHARITABLE CONTRIBUTION REQUEST FORM

All of the following information is required in order for Lewiston State Bank to consider your request.

Name of Soliciting Organization: _____ Date: _____

Solicitor's Name: _____

Street Address: _____ City: _____ State: _____ ZIP: _____

Phone Number: _____ Contact Email Address: _____

What is your title or relationship to the organization for which you are soliciting? _____

What services are rendered by your organization? _____

How will the Bank's support be used: _____

What kind of advertising/signage and recognition will the Bank receive? _____

How many will be attending your event? _____ Date of event _____ Area/Community _____

What percentage of the donation will be used to help low to moderate income individuals or families? _____

Are there any other financial institutions donating at this time? If so, please list. _____

Does your organization or its governing members have a banking relationship with the Bank? If so, please explain _____

Name(s) on account(s)	Account # (s)	Account opening date

What type of contribution are you seeking from the Bank? (check one)

_____ **Monetary** (Amount: \$ _____) _____ **Other** (please specify) _____

By what date do you need the contribution? _____

Please submit complete proposals no less than 60 days before contribution is needed. Incomplete or late proposals may not be considered.

To whom should the check be made payable? _____

Signature of Solicitor: _____

By signing this form, I verify that I am an authorized agent of the requesting nonprofit and this organization qualifies for "501(c)(3)" tax-deductible contributions as defined by the Internal Revenue Service.

Internal Use Only

Date Reviewed:	Approved:	Declined:
Depositor:	501(c)(3):	Prior Donation: