

Sponsorship and Donation Request Form

Century National Bank is pleased to be part of this community. As part of our desire to support a variety of cultural, educational, civic and community activities, we are pleased to consider your request for financial support. We view our giving program as a mutually beneficial opportunity and will give preference to customers.

While we view charitable giving as a responsibility, regrettably, we are unable to accept or respond favorably to donation requests that do not align with our mission, including but not limited to: financial or in-kind support for individuals or adult teams, general operating expenses, conferences/seminars, travel teams, and/or research projects.

We will respond to all requests within one week of receiving the donation request form. When submitting your request, please allow time for processing.

Date of Request		Date of Event	Date Gift is Needed
Applicant Details			
Organization			
Contact Name		Phone Number	
Address		City, State, Zip	
Email	Bank Customer? <input type="checkbox"/> Yes <input type="checkbox"/> No	501(c)3 Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Request Details			
Amount Request		Check Payable To	
I am requesting (please check one): <input type="checkbox"/> Event Sponsor <input type="checkbox"/> General Donation/Money <input type="checkbox"/> Banner/Sign <input type="checkbox"/> Door Prize <input type="checkbox"/> Ad <input type="checkbox"/> In-Kind Donation If you're requesting an ad, please complete these details: Size (inches) _____ Art Deadline _____ <input type="checkbox"/> Color <input type="checkbox"/> Black & White <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical Where to send _____		Has Century participated in the past? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe involvement:	
Briefly describe who/what this organization serves.		Briefly describe the purpose and how the funds will be used.	
Please describe the sponsorship benefits - how or if the bank will be recognized for this donation.			

Thank you for filling out this form. Please submit it to any Century National Bank office, or mail to: Century National Bank, ATTN: Marketing, 505 Market Street, Zanesville, OH 43701. **Please attach any flyers or forms.**

Office Use Only

Complete both sides of this donation form for all sponsorship and donation requests. Be sure to include your rationale for your recommendation of the sponsorship/donation being requested. If there is anything special that needs to be taken into consideration please note that as well. **Send your completed form along with scanned versions of the donation request - flyer/letter/brochures (if applicable) to Marketing.**

Retail Manager Use Only	
Manager Submitting Request	Office
If bank has participated in the past , indicate the year and amount of sponsorship.	
If bank has not participated in the past , indicate whether organization has submitted request previously and reason for denial.	
Rationale for Supporting Request	
Portfolio Number	
Banking Relationship <input type="checkbox"/> Deposit <input type="checkbox"/> Loan <input type="checkbox"/> Trust & Investments	Value of Relationship \$ _____
Who communicates decision back to organization? <input type="checkbox"/> Branch Manager <input type="checkbox"/> Marketing	
Marketing Use Only	
Date Received	Date Sent To Accounting For Payment
<input type="checkbox"/> Approved \$ _____ <input type="checkbox"/> Denied	Approver
General Ledger Number	Amount
Date Checklist Submitted	Checklist Number
In-Kind Donation (List what was donated)	

Additional Comments: