



GUIDELINES FOR DONATIONS AND SPONSORSHIPS

A Tradition of Company Pride

As a member-owned cooperative offering high quality communication services at affordable rates, Plateau takes great pride in supporting community needs throughout its service area. As an investment in the future of area citizens, the company has historically supported, through financial contributions, those programs and projects that encourage youth and build communities through partnerships and education.

Employees of Plateau generously give of their time and resources where they live, raise their families, work and play. For over 70 years, the Company has participated in and assisted with community projects, school activities, youth sports, local government and other nonprofit group activities.

Who May Apply

Groups or organizations may request a donation or sponsorship by sending a brief description of themselves and a completed application. The following limitations apply:

Tax-exempt, nonprofit organizations are eligible. Contributions are not generally given for sole sponsorships of amateur or professional sports teams; travel or travel-related expenses; to individuals; to organizations based outside the company's service area; to organizations of primarily religious or political focus, including campaigns for elections, or in support of elected officials for any reason at any level – local, state or federal; to events or organizations that heavily promote the use of alcohol and/or tobacco products, or organizations that discriminate on the basis of age, sex, race, color, national origin, religion or creed.

How to Apply

Complete a Plateau Donation/Sponsorship Application. All requests and applications for funds should be directed to:

Office of Public Affairs
Plateau
P.O. Box 1947
Clovis, NM 88102-1947
Voice: 575.389.4387 Fax: 575.389.5245
Email: publicaffairs@plateautel.com

A completed Request for Taxpayer Identification Number and Certification (IRS Form W-9) will be required if funding is approved. Every effort will be made to reply to all requests and applications in a timely manner.

Eligible Organizations

- Local schools including nonprofit organizations that provide direct support to schools
- Local chambers of commerce
- Local economic development organizations
- Local government entities
- Local nonprofit organizations (all proceeds must remain in the service area of Plateau)
- Other local 501 c (3) or c (6) organizations deemed eligible by Plateau

Organizations not eligible

- Political organizations, parties or candidates
- Organizations with a strictly religious focus
- For-profit businesses
- Organizations based outside Plateau's service area
- Individuals
- Individual sports teams
- Events and organizations that heavily promote the use of alcohol and/or tobacco products
- Groups that discriminate on basis of age, sex, race, color, national origin, religion or creed

Qualifications

- Program/project must benefit requesting organization or entity as a whole
- Program must benefit people in the service area of Plateau
- Requests must be relative to Plateau
- Requests must be in writing on official letterhead of requesting organization, accompanied by a Plateau Donation/Sponsorship Application - a completed Request for Taxpayer Identification Number and Certification (IRS Form W-9) will be required if funding is approved
- Plateau Donation/Sponsorship Application must be completed in its entirety at least two weeks prior to date needed to receive consideration. Incomplete applications will not be considered
- Plateau reserves the right to approve or decline requests at its discretion

Plateau Donation/Sponsorship Application

(Please type or print legibly)

Date of Application: _____ Deadline for Response: _____

Date(s) of Event and Location: _____ Type of Event: _____

Name of Organization: _____

Mailing Address: _____

Contact Name and Title: _____

Contact Phone Number(s) and email: _____

Type of Request: Cash _____ Amount (be specific): _____

Goods or Services _____ Description: _____

Has Plateau participated with your organization or program in the past year? If so, how and when? _____

Give brief description of your organization or event: _____

Explain how donation/sponsorship will be used and who will benefit from the funds: _____

Will alcohol and or tobacco products be served or promoted at the event? If so, how? _____

Will other communications companies (telephone, wireless, Internet, etc.) participate in the event or program? _____

If so, which ones? _____

How will Plateau be recognized for its participation? _____

FOR USE BY PLATEAU

Approval of Public Affairs Department _____ Date: _____

Invoice or statement received? _____ Date: _____

Check request prepared: _____ Date: _____

Special instructions: _____

