



# Oregon Trail Electric Cooperative

## Work-in-Kind and Charitable Contribution Request

Remit to: Oregon Trail Electric Cooperative, Communications and Government Affairs, PO Box 226, Baker City, OR 97814

**Please allow a minimum of 2-3 weeks for processing**

Organization name \_\_\_\_\_

Address of principal office \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Person making contact/request \_\_\_\_\_

Executive Director or Board President \_\_\_\_\_

Incorporated as a non-profit organization and which type \_\_\_\_\_

Date and place of incorporation \_\_\_\_\_

**Requests made of Oregon Trail Electric Cooperative will be considered on the following criteria:**

1. Please describe the need (i.e., personnel/equipment, number of hours, monetary request) \_\_\_\_\_
  
2. Date of event? \_\_\_\_\_
3. Where will the event take place? \_\_\_\_\_
4. How long has this event/organization been operating? \_\_\_\_\_
5. Is this an annual event or fundraiser?    Yes    No
6. What is the total fundraising goal? \_\_\_\_\_
7. Will OTEC be acknowledged as a sponsor of the event?    Yes    No
8. Please describe how this will benefit Oregon Trail Electric Cooperative Members: \_\_\_\_\_
  
9. Please describe how the funds will be used: \_\_\_\_\_
  
10. Deadline for receipt of funds \_\_\_\_\_

Form prepared by \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Oregon Trail Electric Cooperative reserves the right to deny any request without stating its reasons for denial.*

**FOR OFFICE USE ONLY**

Approved	Amount	Denied	Date	Approved by
	Do not mail	Return check to		

Name & Address of Payee \_\_\_\_\_