



HANDS OF HOPE

2012 Hands of Hope Giving Policy

As a caring corporate citizen Western Security Bank recognizes the responsibility to respond to the needs of the communities we serve. Western Security Bank contributes to the growth of our community through direct giving to organizations that serve or are located in our primary market area.

It is our desire to make contributions in dollar amounts that will result in a significant positive impact for the organization and the residents they serve. Therefore the number of annual recipients will be limited.

General Guidelines

- Contributions will be made for one year commitments.
- All requests must be submitted on the Hands of Hope Application which is available from any Western Security Bank location, online at www.westernsecuritybank.com or from the Public Relations Coordinator at Western Security Bank.
- All applications must be received no later than Monday, October 31, 2011 for contributions that will be awarded in 2012.

Additional Factors

Contributions are considered for non-profit organizations who benefit the people living within Western Security Bank's primary market. Preference will be given to those organizations that focus on assisting low to moderate income individuals and/or families. In addition, the following criteria will be considered:

- How closely the organization is tied to Western Security Bank's corporate contribution goals.
- How many people within Western Security Bank's market area does the organization reach.
- What percentage of the organization's recipients reside within Western Security Bank's market area.
- Are there opportunities for the employees of Western Security Bank to be involved.

The Annual Budget Process

The budget is drafted, reviewed and approved by the President and the Board of Directors of Western Security Bank based on the amount of annual donation dollars available. Very few contributions are made outside of the approved annual budget.

Exclusions

Although we would like to contribute to all of the organizations in our community, Western Security Bank is only able to support a limited number of organizations through the annual Hands of Hope Giving Policy. In general we do not make the following types of contributions:

- Organizations that are outside our market area
- Political candidates or organizations
- Religious organizations for religious activities
- Government agencies
- Pledges on behalf of individuals
- Funding towards travel
- Organizations that are for profit

Publicity

Western Security Bank is proud to publicize the selection of the Hands of Hope recipients and would welcome efforts made by the recipients to do the same. Recognizing the partnership created and the shared dedication to reinvesting in our community is encouraged. A copy of any press release or photo opportunity should be shared with the Director of Marketing at Western Security Bank prior to publication.

In addition to the financial contribution Western Security Bank provides print, television and electronic advertising opportunities for the organizations that are chosen as recipients.

The Application

Before submitting an application please read the following instructions:

- All requests must be submitted on the Western Security Bank Hands of Hope Application.
- The application must be received no later than Friday, October 29, 2010.
- Your tax-exempt ID number is required to process the request.
- Include a copy of the most recent fiscal year end financial statement for the organization.
- Attach any additional information or supporting documentation as necessary. Additional documentation will not be returned unless a self-addressed, postage-paid envelope is provided along with a written request.

The Hands of Hope Application and supporting documentation (including the most recent fiscal year end financial statement) can be submitted electronically or by mail. Fax transmittals will not be accepted.

To send electronically please send to:

Melisa Slunaker, Public Relations Coordinator
mslunaker@westernsecuritybank.com

To send by mail please send to:

Western Security Bank
Attn: Melisa Slunaker
P.O. Box 30657
Billings, MT. 59101

Please direct all questions regarding the Hands of Hope Campaign and Application Process to:

Melisa Slunaker
Public Relations Coordinator
Phone: 406.371.8203
Email: mslunaker@westernsecuritybank.com

Additional Information

If you have questions about Western Security Bank's giving policy outside of the Hands of Hope Giving Policy please contact Lisa Gilbertson, Marketing Director, at 406.371.8208 or lgilbertson@westernsecuritybank.com

Hands of Hope Application

Date:

Organization:

Physical Address:

City, State:

Zip Code:

Name of Person Making Request:

Title of Person Making Request:

Phone Number:

E-mail Address:

Total Dollar Amount of Request:

By What Date are the Funds Needed?

Is the organization a non-profit 501(c)(3) agency? ☐ Yes ☐ No

Would the donation be tax deductible? ☐ Yes ☐ No

Please provide the Tax ID #

Please attach additional information as needed when completing the application.

What is the organization's primary mission or purpose?

Please provide a description of how the funds would be used.



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How does the organization provide assistance to low-to-moderate income individuals and/or families?

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What percentage of funds would be used to benefit residents of Yellowstone County?

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What percentage of funds would be used to cover overhead/administrative costs?

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Would there be any opportunity for advertising or promotions featuring Western Security Bank? ☐ Yes ☐ No

Please describe:

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Is the organization a customer of Western Security Bank?

☐ Yes ☐ No

If "yes" what relationship(s) do you have? (i.e. checking, savings, loans, CDs, etc.)

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Are there employees of Western Security Bank involved with the organization?

☐ Yes ☐ No

If "yes" please provide the employee(s) name(s).

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Has Western Security Bank contributed to the organization in the past?

☐ Yes ☐ No

If "yes" in what way(s)?

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If there is any additional information the committee should be aware of please include those comments here.

Any additional documentation that is submitted with the application (i.e. brochures, pamphlets, discs, etc.) will not be returned unless a self-addressed, postage-paid envelope is provided along with a written request.

The application and supporting documentation can be submitted electronically or by mail. Fax transmittals will not be accepted.

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