



Donation Request Form

Any organization requesting financial support, sponsorships, contributions or event participation from Home Federal Bank must submit this donation request form. We ask that your request be submitted 45 days prior to any event or participation deadline in order to allow time for proper consideration. Due to the number of requests received, incomplete request forms and those without supporting documentation may not be considered. Completion of this form does not guarantee that Home Federal Bank will be able to fulfill the request. Please send the completed donation request form along with a sponsorship request letter on your organization's letterhead and proof of 501(c) status, if applicable, to sponsorships@hfbla.com or 6425 Youree Drive, Suite 100, Shreveport, LA 71105, with attention to Marketing Officer.

Date of Request:	<input type="text"/>				
Organization:	<input type="text"/>	Tax ID #:	<input type="text"/>		
Contact Person:	<input type="text"/>				
Physical Address:	<input type="text"/>				
Mailing Address:	<input type="text"/>				
Phone:	<input type="text"/>	Email:	<input type="text"/>		
Name of event:	<input type="text"/>	Date of event:	<input type="text"/>		
Location of event:	<input type="text"/>	Attendance Expected:	<input type="text"/>		
Describe event:	<input type="text"/>				
Dollar amount requested?	<input type="text"/>	Date needed by:	<input type="text"/>		
Items requested?	<input type="text"/>	Date needed by:	<input type="text"/>		
Do you need our logo?	<input type="text"/>	If so, please specify format:	<input type="text"/>		
Does this event require an ad to be developed?	<input type="text"/>				
If so, please provide ad size:	<input type="text"/>	Format:	<input type="text"/>	Due date:	<input type="text"/>
Email ad to:	<input type="text"/>				

What is the mission of the organization?

Has Home Federal Bank previously funded this organization?

What percentage of amount requested will be used for programs?

How will Home Federal Bank be recognized?

Is the organization a customer of Home Federal Bank?

If so, what relationship do you have with us?

Are any Home Federal Bank employees involved in the organization or event?

If so, please list names:

Request deadline:

Please direct any questions regarding sponsorships to sponsorships@hfbla.com or call 318-222-1145.