

DONATION/SPONSORSHIP REQUEST FORM

Riggs Distler is committed to supporting our customers, our team members, and our community. In order to be approved for a corporate donation or sponsorship, please fill out this form and return to BKennedy@riggsdistler.com and SZemaitatisJr@riggsdistler.com.

Donation requests must be received at least two (2) weeks prior to the date of the event.

Please attach official donation request from the organization/event

Employee Name _____

Date _____

Donation Request Type
 Auction/Raffle Prize Check Other _____

Event or Organization Details

Organization/Event Name	
501c3 #, if applicable	
Contact Person	
Phone Number	
Email Address	
Mailing address	
Website	
Event date, if applicable	
Event location, if applicable	
Event Description	
Purpose of donation	
Requested amount	
To whom should the check be made payable, if applicable	
Can you provide us with a tax-deductible receipt for donation?	
Additional information	



RIGGS DISTLER'S
HELPING HANDS
 GENERATING CHANGE

For office use only: Approved Denied

Signature: _____

AP Coding: _____

If declined, reason: _____

Date: _____

Effective Date: February 11, 2020

Riggs Distler retains full discretion in regards to all charitable giving and philanthropic engagement and further reserves the right to adjust, suspend, decline, or terminate participation in programs at any time.

This document is intended for internal use only. May not be distributed externally or used for external distribution.

CHARITABLE GIVING GUIDELINES

FOCUS AREAS

Riggs Distler aims to support organizations and programs that improve the lives of community members within our, and our host utilities, geographic footprint. Healthy, thriving communities depend on involved citizens, organizations and corporate partners for momentum. We lend our support and services to causes that are of importance and relevance to our industry, business, associates, and stakeholders, including, but not limited to:

- better health
- economic development and connected communities
- education (with a preference on STEM)
- environmental stewardship
- disaster relief

Every community has its own challenges, and we strive to be a part of problem-solving initiatives.

GIVING GUIDELINES/EVALUATION CRITERIA

Riggs Distler's charitable giving is not only focused on the priorities laid forth above, but also on organizations that align with the mission and values of our company. The following are guidelines to which organizations must adhere to in order to be considered for support or volunteer engagement.

- Riggs Distler provides contributions only to registered non-profit, non-governmental, civic or education organizations that comply with local tax laws
- We support organizations that demonstrate leadership, evidence of impact, financial soundness and the capacity to implement initiatives and evaluate their success
- The organization, program or project must align with Riggs Distler's corporate responsibility and business priorities as well as our principles around inclusion and diversity
- Serve communities in which Riggs Distler or our host utilities have a business presence
- Engage Riggs Distler employees and leverage their expertise
- Address long-term solutions to issues
- Have clear objectives, indicators of success, and a plan to measure and report on the outcomes

WE DO NOT SUPPORT

- Organizations whose programs discriminate based on race/ethnicity, color, national origin, ancestry, sex/gender, gender identity/expression, sexual orientation, marital/parental status, pregnancy/childbirth or related conditions, religion, creed, age, disability, genetic information, military service/veteran status, disabled veteran, recently separated veteran, other protected veteran, Armed Forces service medal veteran, or any other characteristic protected by law
- Programs serving residents of communities outside our geographic footprint
- Lobbying, advocacy organizations, or political candidates
- Social organizations, such as fraternities and sororities
- Mission trips