

## CORPORATE SOCIAL RESPONSIBILITY

### SPONSORSHIP & EVENT FORM

**Date Submitted:** \_\_\_\_\_

#### **OVERVIEW**

As defined by our core values, Minburn Communications believes in making an impact, with integrity, to the communities we serve. These values go beyond the delivery of our products and services, they also encompass a commitment to giving back and supporting through volunteerism, sponsorships, community events, charitable contributions and donations all defined as corporate social responsibility (CSR).

There are many causes for Minburn Communications to support; however, with limited resources and funds, we are unable to meet all the requests. Thus, to give structure and guidance on determining a commitment, the following form has been created.

When an opportunity arises, please complete the following fields and submit the form to the Marketing & PR Manager. If the activity meets the criteria and objectives defined, then the form will be reviewed and a decision will be made by the CSR Committee. Please allow up to 45 days for the review process.

#### **Criteria/Objectives**

#### **REQUESTOR INFORMATION:**

**Contact Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Is the cause or event a customer of Minburn Communications?** \_\_\_Yes \_\_\_ No  
**If yes, please list services subscribed to:**

Is the organization, cause or event a 501c3? \_\_\_ Yes \_\_\_ No

If no, what is the relationship between the cause/event and Minburn Communications?

Are the majority of attendees current or prospective customers?

\_\_\_ Yes \_\_\_ No \_\_\_ Unknown

List the Community(s) or Area(s) Impacted by this cause or event:

Event Description/What is the purpose?

Date(s) of Event: \_\_\_\_\_

Time(s): \_\_\_\_\_

Location: \_\_\_\_\_

Type of Donation/Contribution: (check all that apply)

In-kind \_\_\_\_\_

Raffle Item \_\_\_\_\_

Tangible Gift \_\_\_\_\_

Monetary \_\_\_\_\_

Community Impact Team Volunteer Activity \_\_\_\_\_

Other \_\_\_\_\_

**What is Minburn Communications being asked to provide and by when?  
Please be specific:**

**Is Minburn Communications staff required to attend or work this event?**  
 Yes  No  Unknown

**If yes, please provide the details?**

**How will the success of this cause or event be measured?**

**What additional information would you like to share?**

**INTERNAL USE**

CSR Budget Required: \$ \_\_\_\_\_

Estimated In-Kind Donation Value: \$ \_\_\_\_\_

Approved:  Yes  No

Date Approved: \_\_\_\_\_

Reason:

Date Due: \_\_\_\_\_

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