

## NOVEC SPONSORSHIP AND DONATION GUIDELINES

### FINANCIAL SUPPORT MAY BE CONSIDERED FOR:

- Non-profit organizations located within geographic areas that NOVEC serves or areas surrounding NOVEC's territory.
- Non-profit organizations in which our customer-owners are participants.
- Non-profit organizations that focus on education, environment, culture and the arts, civic and community development, and health and human services.

### FINANCIAL SUPPORT IS **NOT** AVAILABLE TO:

- Individuals
- Religious programs of churches or other sectarian organizations
- Political, advocacy or labor organizations
- Organizations that limit membership and services based on race, religion, color, creed, sex, age or national origin

NOVEC ORGANIZATIONAL SUPPORT REQUEST  
ATTN: PUBLIC RELATIONS  
P.O. BOX 2710  
MANASSAS, VA 20108

E-mail: [mcurtis@novec.com](mailto:mcurtis@novec.com) or [srice@novec.com](mailto:srice@novec.com)

Today's Date: \_\_\_\_\_

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

Contact Person\*: \_\_\_\_\_

Contact Phone\*: \_\_\_\_\_ or Cellular Phone\*: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Complete Mailing Address\*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief description of sponsorship/donation request (hard copy or e-mail documentation with substantiating information must accompany request)\*: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\$ Amount Requested: \_\_\_\_\_ Deadline to Receive: \_\_\_\_\_

SEND REQUEST TO ADDRESS LISTED ABOVE

Requests are evaluated and, if approved, processed monthly. Requests received after the 15<sup>th</sup> of the month will be evaluated and processed the following month.

\*required information