

UNISON CREDIT UNION CHARITABLE CONTRIBUTION POLICY

GENERAL CRITERIA

Unison's Charitable Contribution Policy provides a guideline for our allocation of resources pursuant to DFI-CU 75.04 (2). These resources may involve our efforts towards financial education, volunteerism, and charitable giving.

Unison may contribute to and/or support the local community and civic groups that meet the following criteria:

- Education and youth programs,
- Safety, health/wellness and human services
- Community Civic needs
- Economic Development activities
- Conservation and environmental programs
- Arts, Culture and Humanities

Unison will generally not contribute to:

- Individuals raising funds for personal activities, excluding benefits
- Political organizations or candidates for public office
- Requests that, in the opinion of the board, are sensitive, controversial, harmful, or that pose a potential conflict of interest to Unison Credit Union or its officers, employees, or volunteers
- Organizations that discriminate on the basis of religion, age, color, sex, disability, national origin, ancestry, marital status, sexual orientation or veteran status
- Contributions for events/activities that have already occurred
- Activities that do not advance the public image or corporate purpose of Unison Credit Union

REQUESTS

A written request must be submitted and supporting documentation must be provided. All requests must be submitted in writing to Unison Credit Union, c/o Marketing Department, at PO Box 260, Kaukauna, WI 54130. Written requests may be submitted via [Unison's Charitable Contribution Request Form](#), or in letter form which contains the following information:

- Name, address, e-mail and phone number of organization/contact person
- Purpose and mission of the group requesting support
- Type of support requested
- Description of how any funds will be used
- Description of what kind of recognition Unison will receive

DUE DILIGENCE

Unison will research the charity and present findings for requests above \$500.00 to the Board of Directors along with the organization's request. An emphasis will be placed on organizations within our current trade area.

Considerations will include whether the requestor is a charity or professional fundraiser; how the donation will be used and what percentage will be used for program services; and whether the charity is registered on the Wisconsin Department of Financial Institutions' website. If Unison is considering making a gift to an individual or family, instead of an established charity, Unison will ask the fundraiser whether there is a trust or deposit account established for the individual's or family's benefit and will contact the banking institution to verify the existence of the account, and verify the need with appropriate due diligence. Unison will contact DFI if necessary to register before any solicitations occur.

CONFLICTS OF INTEREST

Unison's Board members, employees, officers and volunteers shall disclose potential conflicts of interest stemming from their business, employment/vocational, social, religious, or volunteerism activities when Unison is considering a Charitable Contribution to an organization.

Unison encourages its Board members, employees, officers and volunteers to be involved in the community, and does not prohibit such activity as serving on applicants' or grantees' boards, volunteering, or making individual charitable contributions. Conflicts of interest, or the appearance of such conflicts, exist when and individual, a member of his/her immediate family, or a domestic or business partner:

- Serves as a trustee, officer, or employee of an affected organization
- Has a formal affiliation or interest in an affected organization, including volunteering, or regularly serving on a committee, or receiving compensation, or receiving services
- Could expect financial gain or loss from a particular decision by the organization or an affiliate of the organization

Contributions involving parties with whom a potential conflict of interest, or appearance of a conflict exists, may nonetheless be undertaken under normal circumstances if:

- The potentially conflicting role is fully disclosed in the Board member's filed Conflict of Interest Statement and at any Board or committee meeting where the contribution is discussed
- The person with the potential conflict of interest does not vote on the authorization of a contribution
- The Board as a whole has determined that the contribution is in the best interests of Unison Credit Union, notwithstanding the affected individual's involvement/relation to the organization

APPROVAL

The Board of Directors will approve or deny Charitable Contribution requests above \$500.00. Approval or denial of any specific request is not a judgment by Unison or its employees, officers or volunteers on the merit of the organization or event. From time to time, individual requests may not be approved due to budgetary constraints or prior commitments, in addition to those criteria outlined above.

REQUESTS BELOW \$500.00

Requests below \$500.00 do not require Board approval. All requests for a charitable contribution below \$500.00 will be reviewed by credit union personnel using substantially similar guidelines as set forth in this policy, and will be approved by the CEO.