



Event Sponsorship Proposal Form

**Organization**

Legal Name: \_\_\_\_\_

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

Website: \_\_\_\_\_

Founding Date: \_\_\_\_\_

Tax ID (EIN number): \_\_\_\_\_

Mission: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact**

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Event**

Title: \_\_\_\_\_

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

Time: \_\_\_\_\_

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

Please briefly describe the nature of the event: \_\_\_\_\_

What is the amount of sponsorship support you are seeking? \_\_\_\_\_

(Please list additional levels if available)

What recognition will Bethpage receive for sponsorship? \_\_\_\_\_

What other sources of funding have you secured or are you seeking to secure? \_\_\_\_\_

How will the funds raised be used by your organization?

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What percentage of the funding will be used for administrative costs?

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Have you received support from Bethpage in the past for this event or another event? If so, please explain: \_\_\_\_\_

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Event Budget: \_\_\_\_\_

Is there an honoree at this event? If so, please include name, company and title:

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Did someone refer you to the Heart of Bethpage Philanthropy Program? If so, please include name, company and title:

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Please submit following items with this form:

- List of your current Board of Directors (Trustees)
- Copy of IRS 501 (c) 3 certification letter
- W9 form filled out and signed
- Most recent audited financials or Annual Report
- Organization Chart

Please submit all documents via email to: [charitablegiving@bethpagefcu.com](mailto:charitablegiving@bethpagefcu.com) or via mail to:

Katie Bielawski

Bethpage Federal Credit Union  
899 S. Oyster Bay Road, Bethpage, NY 11714

Or

Nan Gerson  
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