

The Wilson Agency Contributions Guidelines

STATEMENT OF PURPOSE

The Wilson Agency believes it is important that business and social investments made in our community make our neighborhood a better place to live and work. One should not have to move out of a neighborhood simply to live in a better one. The Wilson Agency has over 15 employees living, working, raising families and volunteering in the greater Anchorage community. We are proud to support the non-profit and social community whose efforts maintain and improve our fellow Alaskans' quality of life and economic well being.

The size of our philanthropy program has grown in recent years however, our budget and Pro Bono efforts pale in comparison to community needs. We receive many more worthwhile proposals than we can possibly fund. We give the highest priority to organizations and causes we believe are in the best position to improve the lives of Alaskans, particularly in areas of health care. Most importantly, we look for organizations which our employees and clients support, through membership, board participation, individual contributions or volunteerism.

We at The Wilson Agency are proud of our commitment to Community. Each year we look forward to building on our past performance and contributions that will help make a difference in peoples' lives.

Lon Wilson
President
The Wilson Agency

QUALIFICATIONS

In addition to employee involvement, The Wilson Agency contributes funds to selected non-profit organizations. Our Donations Committee meets once each month to review all requests for donations. To allow time for consideration, requests should be received by The Wilson Agency at least two months before the actual need for funding.

Requests will be considered from Alaska based non-profit organizations in three general categories:

1. Health Care
2. Employee sponsored
3. Client or client sponsored

Eligible organizations must be non-profit and designated as tax-exempt under Section 501(c)(3) of the Internal Revenue Code.

Requests for support will not be considered from:

1. Individuals
2. Religious or political groups
3. Groups based outside of Alaska
4. Loans or debt retirement
5. Pageants
6. Organizations that discriminate based on race, creed, color, sex, national origin, sexual orientation.
7. Travel Expenses

HOW TO APPLY

Organizations applying for a donation should submit a completed *Donation Request Application* along with a copy of the organization's current expense statement and budget, list of Board of Directors and, if available, the most current Annual Report. The *Donation Request Application* may be obtained at The Wilson Agency office or downloaded from The Wilson Agency website: www.thewilsonagency.com.

The Wilson Agency
Marketing Department
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When completing the Donation Request Application form, make certain the following is clearly identified:

- description of organization, including a brief history, purpose and proposed project;
- a statement of need;
- other sources of funding, and the amount requested
- a statement demonstrating broad community support for the involvement in the project and the organization.

WHEN TO APPLY

Contribution requests are reviewed monthly and money distributed within 60 days. Each organization submitting a contribution request will be notified of the decision.

DONATIONS COMMITTEE

The Committee meets monthly to evaluate contribution requests. Members of the committee are employees representing The Wilson Agency.