



CORPORATE CONTRIBUTIONS PROCEDURE

In order to assist your organization to prepare your request for consideration by Alaska Communications Systems (ACS), the following procedure is provided. ACS is pleased to accept written requests for funding from nonprofit, tax-exempt entities.

Each proposal must include a current copy of the determination letter from the IRS verifying the organization's tax status. The determination letter should be 1) addressed to the organization that requested the nonprofit, tax-exempt status; 2) state that it is tax-exempt under Section 501C(3) of the Internal Revenue Code; 3) state that it is not a private foundation within the meaning of Section 509(a) of the Internal Revenue Code.

ACS Corporate Contributions Committee reviews funding requests regularly. Your request should be received for review at least two months prior to the requested date for funding. This allows proper time for consideration by ACS and if funding is approved, it gives sufficient time to coordinate corporate participation. Please note that only requests that fall within the guidelines of education and economic development will be considered.

To enable ACS to review your request as thoroughly as possible, please provide the following information in your proposal;

Your request should state how much (in actual dollars) you seek from ACS, how the funds are to be used, and when the monies should be dispersed. If you are requesting funds for an event – information on how many people will attend and, if possible, names of other organizations that include support to the cause. ACS may request an expanded proposal with a personal appearance by a representative of your organization.

In-kind waiver of services requests need to be very specific. Describe exactly what services you are requesting and what they will be used for, and duration of time the services are needed.

Indicate a specific contact name, address, and telephone number for an individual within your organization who can answer any questions concerning your request.

Clearly describe the advertising or community recognition benefit that ACS will receive.

Indicate a specific contact name, address, and telephone number for an individual within your organization who can answer any questions we might have concerning your specific request.

Alaska Communications Systems (ACS) will notify your organization, in writing of the determination of the Corporate Contributions Committee. If funding exceeds \$249, Section 170 of the IRS Code requires a written acknowledgement.

Corporate Communications
600 Telephone Avenue MS# 65
Anchorage, Alaska 99503