



Dear Applicant:

Since 1962, Valley and its employees have been committed to supporting the communities we serve. Every year, Valley TeleCom Group allocates funds to support local, non-profit community projects and organizations. In fact, your organization may have been a previous recipient of Valley donations.

This year, to make the process of requesting and disbursing donations clearer and easier for everyone involved, Valley is asking you to fill out an application form. This procedure allows us to better budget our resources, assess community needs and follow up with recipients.

Qualifying for a Donation

The purpose of Valley TeleCom Group's donations is to assist organizations and individuals in need in the local communities we serve, in keeping with our mission. Requests for donations will be accepted in three general categories:

- Rural school systems
- Community organizations
- Extraordinary needs

Requests that are commercial in nature, sponsorship of events or activities that have advertising value, or requests that do not fit into one of the three categories above will not qualify for consideration. These types of requests can be submitted to Valley's Marketing department.

Examples of organizations and projects that Valley has funded in the past and that meet the donation guidelines include: Yes Fair, Art League of Willcox, Friends of the Columbus Village Library, City of Willcox Toys for Tots, Hidalgo County Food Bank, Bonita Booster Club and the San Simon High School graduation.

Each application is for a one-time donation. If you have any questions about whether or not your organizations or particular need qualifies under the new guidelines, please feel free to contact Bob Dahlstrom at (520) 384-8962.

The Donation Application is enclosed for your use. The form is also available online at www.vtc.net, at Valley TeleCom Centers, or may be requested by calling 800-421-5711.

The Review Procedure

A Valley TeleCom Donations Committee, made up of Valley employees, meets monthly to allocate funds into the three donation categories and to review applications, select recipients and determine the dollar amount to be awarded.

The Donations Committee will review your application during the month following that in which the application was received. You will be notified about the outcome of your application by the end of the month following the application submission. For instance, if you submit your application on January 15, the committee would review it during the February meeting, and you would be notified by the end of February.

Follow-up by Awardees

If you or your organization receives a donation, we also request that you fill out the enclosed one-page form when the funds are expended (or no later than one year from award). This simple report will provide Valley with information on how the money was actually used and results related to the purpose of the funding.

If you have questions about the forms or process, please contact Bob Dahlstrom at (520) 384-8962, or bob.dahlstrom@vtc.net. We look forward to working with you in using our financial support to best meet the needs of our local communities.

Sincerely,

Steven D. Metts
Chief Executive Officer/General Manager

enclosure