

# Sitnasuak Contributions Guidelines and Procedures



**SITNASUAK**  
NATIVE CORPORATION





## Giving Philosophy

Sitnasuak Native Corporation (SNC) and its family of businesses understand the importance of strategic social investments in enhancing the well-being of our shareholders, employees, and the communities we serve. We firmly believe that the success of our corporation is closely tied to the welfare of the communities in which we live and operate.

To actively support this, SNC and its subsidiary businesses provide financial and in-kind support to nonprofit organizations within Alaska, with a strong focus on Nome and other communities where we operate and have a significant number of shareholders and their descendants.

Sitnasuak supports programs and organizations that make a positive difference in the lives of shareholders and descendants.

Financial assistance is available for the following areas:

- **Education:**

Services and programs that are that are beneficial to the well-being of Sitnasuak shareholders, descendants and employees. This category does not pertain to Sitnasuak Foundation, which is a separate entity and programs supported by Sitnasuak.

- **Culture:**

Services and programs that are dedicated to the preservation of language, culture and/or traditions.

- **Community Outreach:**

Services and programs that address housing, shelter, food, rural development, youth or recreational activities.

- **Social, Health, and Human Services:**

Dedicated to providing healthcare for Alaska Natives (charitable health agencies, shelters for the homeless and abused, drug and alcohol treatment centers, elder care, food banks, hospice groups, long-term care facilities and medical research facilities).

- **Environment**

Services and programs that relate to natural resources and are consistent with Sitnasuak values, priorities, and policies.

Requests for services and programs may include but are not limited to those from: Alaska Native; Native American; non-profits; museums; arts; historical preservation; charitable agencies; religious organizations engaged in non-profit activities; political groups or campaigns approved by the Board of Directors.

## SNC Contributions Guidelines

### Eligibility:

To be eligible for charitable giving support, an organization should address a specific community need. Most contributions made by Sitnasuak are for less than \$5,000. Any donation request over \$1,500 must be payable to an IRS certified non-profit organization.

There are many more requests and applications for support, resources, and funding than can possibly be accommodated. Therefore, requests and applications for Sitnasuak support will be evaluated per the following criteria to help prioritize the limited resources available:

- Benefit to Sitnasuak shareholders and descendants
- Sitnasuak region events or ones outside the region with shareholder interest
- Financial resources requested
- Project purpose and impact
- Additional guidelines per the Sitnasuak focus areas
- Any additional information that may be requested by Sitnasuak

Please include the following information in a written request:

- Brief description of the organization (name, history, mission, activities) Current list of the board of directors
- Organization's target audience
- Exact amount requested
- Why the funds are needed
- How funds will be raised from other sources
- How funds will be used
- Types of publicity and recognition for Sitnasuak's support
- Completed IRS W-9 form with a federal identification or social security number if the request is over \$1,500

For requests of more than \$5,000, please submit the following:

- a copy of the group's current financial statement and annual budget
- a list of organizations that requests have been made to
- a list of contributions received
- a copy of the group's IRS tax-exempt status

**Financial assistance is NOT available for the following:**

- Organizations that discriminate based on race, creed, color, sex or national origin
- Operating budgets
- Operational phases of established governmental programs
- Financial support for burial expenses. Please contact Shareholder Department at (907) 3871209 for more information on burial assistance.
- Pageants
- If an organization has received a donation within the current year and is requesting more funding.

### Non-Profit Board Members:

Many executive/employees and shareholder of Sitnasuak and its subsidiaries are volunteer board members for non-profit organizations. While Sitnasuak encourages community involvement in organizations that benefit our shareholders, it cannot financially support all the non-profit organizations that our executives, employees, or shareholders of Sitnasuak and its subsidiaries support. Therefore, Sitnasuak and its subsidiaries do not guarantee financial support to organizations based solely on executive, employee, or shareholder involvement.

### In-Kind Donations:

In some cases, an organization may not be able to accept a cash donation but may accept an in-kind donation. The request, application, and approval process are the same for both cash and in-kind requests. This includes artwork that Sitnasuak donates for non-profit organization fundraiser auctions, and donations of any other goods and services.





**Review Process:**

Donation requests are based on Sitnasuak's annual budget, current objectives and the community need for the project. Depending on the amount requested, applications may be evaluated and approved by the Sitnasuak CEO, President, Finance Committee or the Board of Directors.

The decision of the Finance Committee is final and cannot be appealed. The company will respond to all requests in writing, whether or not they are selected for funding.

**Contact Information:**

Nome Shareholder Department  
214 Front Street, 2nd Floor, Nome, AK 99762  
Phone: (907) 387-1200

**- OR -**

Anchorage Shareholder Department  
2700 Gambell Street, Ste. 300,  
Anchorage, AK 99503  
Phone: (907) 929-7000

**Email: [donationrequests@snc.org](mailto:donationrequests@snc.org)**