



Samuel A. Charles Street No. 9
The Bottom | Saba | Dutch Caribbean | PO Box 43
Tel: (+599) 416-3266 | Fax: (599) 416-3535 | Email: billing@sabaelecnv.com

Saba Electric Company (S.E.C.) Donation Request Form

Please complete the following information requested below.

Category: Culture Sports Education

Organization Name: _____

Reason for Donation Request: _____

Address: _____

Person of Contact's Name & Title: _____

Contact Number: _____ Contact Email: _____

Donation Request Deadline Date: _____

(We are requesting at least four weeks' notice of your event or project.)

Short Description of Organization with Aims and Objectives:

Bank Account Type (MCB/RBC): _____ Bank Account Number: _____

Name on Bank Account: _____

Please send the completed form to billing@sabaelecnv.com no later than 4 weeks before your donation request deadline date. If you have any questions, please use the contact information above.



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Saba Electric Company (S.E.C.) Donation Policy

1. Donation Policy Statement

Saba Electric Company N.V. (hereinafter S.E.C.) is committed to assisting organizations in achieving their goals as they relate to the categories of sports, education, or culture. S.E.C. values local developments and is willing to help requesting organizations in the form of a monetary donation where acceptable and ethical to do so.

All donations provided by the S.E.C. must be compatible with our requirements and reflect our commitment to operating in an ethical manner. Donations will not be given to organizations that S.E.C. has legal or financial ties to. Donations will also not be given to any political party or group.

2. Definitions

- **“S.E.C.”** – The donation provider company, Saba Electric Company N.V.
- **“Donation”** – A donation is defined as a voluntary contribution (monetary or non-monetary gifts) to an organization or a cause where no return service or payment is expected or made.
- **“Category”** – For the purposes of this donation policy, category refers to the area (either sports, education, or culture) that the requesting organization must fall within to qualify for a donation.
- **“Maximum Contribution”** – The highest monetary amount that S.E.C. is able to donate to an organization.
- **“Donation Request Form”** – This is an accompanying document to the policy guidelines provided by S.E.C. that is to be filled out by the organization requesting a donation. Failure to properly and entirely fill out and return this form to S.E.C. will automatically result in a declined donation request.
- **“Acceptable/Ethical Conditions”** – This ensures that organizations requesting donations are secure, not engaged in illegal activities, and meet the requirements provided by S.E.C. in this document.

3. Scope & General Requirements

- This policy is applicable to organizations that request donations that fall into the **required** categories of sports, education, or culture.
- Only donation requests of **USD \$500.00** or less will be considered as this is the maximum contribution S.E.C. can provide to any organization or cause.
- The donation **must** be made directly to a foundation/organization, or to a vendor or supplier directly involved in the requesting organization.

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- The requesting organization **must** take the responsibility of returning the **full monetary donation** to S.E.C. in the event of cancellation or other unexpected reasons where the donation cannot be used.

4. Responsibilities & Order of Events

- i. Ensure the cause and organization requesting a donation fall within the categories of either sports, education, or culture.
- ii. Once the category requirement is met, gather information that will be required in the Donation Request Form. This includes the following items listed below:
 - Organization name
 - Reason for requesting a donation from S.E.C.
 - A valid address
 - An appointed person of contact from the requesting organization regarding the donation
 - The name, title, phone number and email address of the person of contact
 - The donation request deadline date (the last day you are accepting donations until)
 - A short description of the organization
 - The aims and objectives to be met with the assistance of a donation
 - The total budget for the donation request
 - The bank account type/company
 - A bank account name and number for the organization or for a person designated by the organization to receive the donation (i.e. a treasurer, secretary, etc.)
- iii. Once this information is gathered, the person of contact will reach out to S.E.C. at the contact information in the header of this document, preferably via email. This will briefly explain the request for a donation and why.
- iv. S.E.C. will provide their Donation Policy for review, and their Donation Request Form to be filled out completely by the requesting organization.
- v. The requesting organization returns the Donation Request Form to S.E.C.
- vi. The donation request will be evaluated, and any concerns or questions will be clarified between S.E.C. and the requesting organization.
- vii. A final decision will be made and expressed to the requesting organization.
- viii. Where applicable, the donation will be made to the bank account provided on the Donation Request Form.

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5. Monitoring, Reviewing and Approval

Once step v. (the return of the Donation Request Form to S.E.C.) in the order of events above is complete, a member of the Management Team of S.E.C. will be responsible for reviewing, monitoring, and evaluating the donation request. This person will also be in contact with the requesting organization where applicable.

Once the donation request is either approved or declined by all required parties from S.E.C., the final decision will be passed onto the requesting organization as soon as possible.

Please send the completed form to billing@sabaelecnv.com no later than 4 weeks before your donation request deadline date. If you have any questions, please use the contact information above.