



Wenatchee North Rotary

“Helping kids locally and internationally through the support and development of sport and academic programs.”

Donation Request

Organization Name _____
 Date of Request _____ Date of Event _____
 Contact Name _____ Title _____
 Phone Number _____ Email _____
 Address _____
 City _____ ST _____ ZIP _____

Please tell us about your organization _____

Please tell us about the event _____

How will this donation benefit the community? _____

How will the funds be allocated?
Marketing/Advertising Travel Event Costs/Supplies Training/Education
Other: _____

Amount of request: \$100-\$250 \$251-\$500 \$501-\$1,000 \$1,000+

Name of Rotary Member who referred you _____

The Wenatchee North Rotary meets every Wednesday at noon at the Red Lion Inn. Please provide a list of 3 dates you would be available to present information to our group
 1. _____ 2. _____ 3. _____

In an effort to ensure that allocated funds are being used as requested above, please note all recipients of donations will be required report to the group on the success of the event and how the funds benefited the organization.

Our club is dedicated to providing support to kids in our community, and across the world. Thank you for turning to the Wenatchee North Rotary as we continue our efforts to better the lives of children.

Please submit completed donation request to Rotary Member that provided the referral.



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Donation Request Procedure

In order to effectively monitor and communicate with all Rotarians and our community on the charitable donations made on behalf of this organization, please review the following guideline for donation requests.

1. As a Rotarian, when you come across a group or organization that seeks a donation, please provide the appropriate party with a Donation Request Letter.
2. Instruct the group/organization to send you the completed request letter
3. Contact Rich Adams to schedule a time to complete a presentation
4. Coordinate with the group/organization on presentation date and time
5. After presentation, provide a the request letter to Tim Cetto, chair of the Community Support Committee
6. The request will be heard at the monthly board meeting
7. The Board will contact you with the request decision
8. The Rotary Member is responsible for contacting the requesting organization with the board decision and date funds will be available
9. If request is approved, inform organization of the meeting date where funds can be picked up.

Thank you for your time. Please contact me with any questions.

Tim Cetto