

## DONATION REQUEST PROCEDURES

The Rotary Club of LaGrange Sunrise is committed to serving others. Many of our fundraising dollars are dedicated to programs as determined by the Board of Directors annually. Those programs will be included in the budget and voted on by the membership. Funds not otherwise committed will be available for donation request according to the following guidelines and within the limits of the Club's budget. These funds will not be expected in perpetuity and this form needs to be submitted on an annual basis. A donation request form must be completed in order to be considered for a charitable gift.

### PROCEDURES

1. Individuals or organizations wishing monetary contributions from the Club must submit all requests using the ***Donation Request Form***.
2. The Board of Directors will review and consider the applications as they are submitted at their next regularly scheduled board meeting. Based on the evaluation of the request, budget and current financial position of the Club the Board will make a decision on whether to support the donation request and amount.
3. If the board decides to support the request, it will be presented for a vote of the membership at the next regularly scheduled business meeting.
4. Once the membership votes on awarding, or denying the request, the Club will notify the individual or organization. If the request is approved, the Club will issue a check in the amount approved by the club to be used for the purposes stated in the application.
5. If a donation is awarded, it is expected that a representative from the organization will attend a future meeting to formally accept the donation.

### QUALIFICATIONS

The following will be considered when evaluating the merits and amount of any contribution:

Contributions may be requested:

1. For local educational programs
2. To support local community service projects
3. To support local organizations that align with the mission of Rotary International (*The mission of Rotary International is to provide service to others, promote integrity, and advance world understanding, goodwill, and peace through its fellowship of business, professional, and community leaders*).
4. For programs sponsored, endorsed or affiliated with an active Rotarian or Rotary Club in keeping with the above criteria.

Contributions will **not** be made to the following:

1. Governments
2. Political Organizations
3. Organizations that do not align with the mission of Rotary
4. Funding to groups for the purpose of their fundraising events.
5. Purchasing tickets to attend a non-Rotary fundraising event.

## **EVALUATION**

Donation requests will be evaluated based on the following criteria:

1. How the request aligns with Rotary's mission
2. Will the funds benefit the local community (Dutchess County)
3. How many people will benefit from the use of the funds
4. What will the participation of the Rotary Club and its members be



LaGrange  
Sunrise

## DONATION REQUEST FORM

Applications shall be considered as they are received. All approved requests will be paid by check. Please fill out this form **completely** and return to the address listed below or email to [LagrangeRotary@gmail.com](mailto:LagrangeRotary@gmail.com). If awarded, any donation should be considered a one-time gift and should not be anticipated on a continuous basis.

Date: \_\_\_\_\_ Amount requested: \_\_\_\_\_ Date funds needed: \_\_\_\_\_

Name of Organization to be funded: \_\_\_\_\_

*Make Checks Payable to:* \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of person/Rotarian requesting donation: \_\_\_\_\_

Is this a 501(c)(3) non-profit organization? \_\_\_\_\_ YES \_\_\_\_\_ NO

Has this Rotary Club contributed to this organization before? \_\_\_\_\_ YES \_\_\_\_\_ NO

*If yes, please provide date & amount:* \_\_\_\_\_

Please provide a brief description of how the funds will be used and who will benefit:

---

---

---

Please provide a brief description of the Organization's primary mission:

---

---

Signature/Title of Requestor: \_\_\_\_\_

**FOR CLUB USE ONLY**

Approved: \_\_\_\_\_ YES \_\_\_\_\_ NO Amount Awarded: \_\_\_\_\_ Date: \_\_\_\_\_