



Rotary International Mission Statement

“Provide humanitarian service, encourage high ethical standards in all vocations and help build goodwill and peace in the world.”

Rotary International Motto

“Service Above Self”

The Rotary Club of Port Jefferson receives numerous requests for sponsorship and donations. Therefore, the following guidelines are set forth to assure fairness and maximize the benefits that the Rotary Club can provide.

The review and approval/declination process is to ensure that all donations are aligned with the mission, vision and goals of Rotary. Donations are made to the organizations that service and/or benefit the local, national and international community. Donations are not made in exchange or reward for any business. The Rotary Club places priority on contributing to deserving organizations that make a difference in our world.

Each request will be evaluated based on the following criteria:

- A. Applicant must provide a copy of most recent financial statement (if available).
- B. The request for funds must be aligned with the Rotary International Mission Statement.
- C. Sufficient funds must exist in the Rotary Club of Port Jefferson Welfare Fund to support the request.

Requests must be received at least six (6) weeks in advance of the event date/deadline. All requests must be submitted on the attached Application.

All Applications for donations must be submitted to:

The Rotary Club of Port Jefferson
P.O. Box 461
Port Jefferson, NY 11777



PORT JEFFERSON ROTARY DONATION APPLICATION

Name of Organization:

Description of Goals/Activities of Organization (please be as specific as possible):

Address:

Phone:

Email:

FAX:

Contact Name:

Financial Statement of Applicant – Please Attach (if available):

Amount Requested:

Proposed Use of Donation:

Date Required (if applicable):

Additional Information (use additional sheets if necessary):

Signature of Applicant: _____ **Date: _____**

For Office Use Only:	
Approved:	Rejected:
DATE RECEIVED: _____	PICK UP DATE: _____
SIGNATURE: _____	DATE: _____
DATE FILED: _____	VALUE: _____
DESCRIPTION OF DONATION: _____	