

- Incomplete applications will not be considered. **The underlined areas in bold MUST** be filled out completely and this form signed and returned for the committee to process your request

Processing

- Please allow a minimum of **four weeks** to process your donation request. During holidays and other busy seasons, it could take up to **six weeks** for processing
- **Due to high volume of requests received, Lewisville Noon Rotary Club asks that telephone calls or email inquiries regarding the status of your request not to be made.**
- Approved Requests: The requesting organization will receive a notification via email indicating if your request has been approved
- Awards: Approved donations will be awarded to the organization's representative at one of our regularly scheduled Wednesday lunch meetings. Please note that donation requests are filled through Lewisville Noon Rotary Club
- **All donations decisions made by the Lewisville Noon Rotary Club are final, and you will be contacted if your request for donations has been approved**

Please acknowledge that you have read and understand the Donation Request Policy outlined above, and that your organization meets our requirements as stated by entering your name below.

Requester's Name and Title _____

(Please Print)

Name of Organization _____

Requester Signature (X) _____

Requester's Email _____

Return this form to Eyad Salloum, 551 N. Valley Pkwy., Suite B, Lewisville, TX 75067,
Ph [972-544-6400](tel:972-544-6400), Fax [972-544-6401](tel:972-544-6401), E-mail: eyad@thecasateam.com.

Form must be submitted by December 30, 2017