



WEST ST. PAUL/MENDOTA HEIGHTS ROTARY CLUB

Donation Guidelines

Adopted 10/19/05; rev. 9/29/08; rev. 9/22/15; rev. 12/1/15; rev. 6/19/18

1. The request should be in writing and if the request is for more than \$1,000, a member of the organization or a representative from our Club must be present at a Board meeting to make the request.
2. Except for unusual circumstances or special projects, only one request from an organization will be considered during any fiscal year.
3. The request should fit the 4-way Rotary test and fit into one of our avenues of service – Club, Community, International and/or Vocational.
4. One of our members should be involved in the organization making the request and should be an active participant in our Club's activities, either through donations or service.
5. The request should be for a service that is not otherwise available in the community.
6. The request should be available to all in the community.
7. To maximize our recognition for the donation, the minimum donation should be \$250. In addition, regardless of the amount of the donation, our Club should receive some public recognition for the donation.
8. If a donation is approved, it is highly encouraged that a member of the organization attends a regular Club meeting to accept the donation.
9. The Board reserves the right to approve, reject or modify all requests.