**ANNUAL PARTICIPANT INFORMATION UPDATE**

Dear Charitable Fund Participating Club Officer,

We thank you for your participation in the Rotary District 5080 Charitable Fund, and we hope that it is assisting you with your charitable fundraising and related projects and expenditures. If there are ways that we can assist or improve our interaction with you, please let us know.

As Rotary officers change annually, we want to be sure that we have correct current information in our records. Please complete the following information and return it to me at your earliest convenience.

Authorized individuals to request disbursement and categorize funds received:

1. President/Chair:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Treasurer:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As our experience with the charitable fund has grown, we have adopted several policies regarding utilizing the fund that you need to be aware of. A copy is attached and should be retained for reference.

Also, a reminder that as a condition of participation in the Rotary District 5080 Charitable Fund, **you agree to provide required donor acknowledgement where required by the Internal Revenue Service**. You have been provided a sample acknowledgement letter, a copy of which can be requested, if needed.

Please let us know if you have any questions or if we can be of any assistance to your club.

Best wishes,

Gary Bowe

Treasurer

Please sign and date below to acknowledge receipt of the Charitable Fund policies and Donor Acknowledgement Requirement information.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_