

**ROTARY CLUB REQUEST TO USE
THE ROTARY D7475 SERVICE FOUNDATION, INC.**

Date

Joe Steiner, Chairman
34 Ridgedale Avenue
Summit NJ 0701-3803
Dear Chairman Steiner,

joe@pamjoe.com
Home/Cell – 908-337-9536

The Board of Directors of the Rotary Club of _____
held a meeting on _____ at which a quorum was present. It was agreed
that we would like to use the services of the Rotary D7475 Service Foundation to
process revenues and expenses for our project described below:

The Club hereby authorizes the following individuals to be responsible for all
generated revenues and expenses associated with this project as appropriate.

Enter name, email and phone number

Enter name, email and phone number

Please review the attached application and indemnification/hold harmless form and
let me know at your earliest convenience if this project is approved for participation
so we can proceed.

Very truly yours,

Signature

Print name

Title

ROTARY D7475 SERVICE FOUNDATION, INC.
CLUB APPLICATION FORM

DATE OF APPLICATION: _____

LEGAL NAME OF ORGANIZATION: _____

PROJECT NAME: _____

ORGANIZATION ADDRESS: _____

PROJECT LEADER: _____

CONTACT INFORMATION: _____

PURPOSE OF FUNDS: _____

APPROXIMATE LENGTH OF PROJECT: _____

START DATE: _____ TARGET END DATE: _____

PERSONS AUTHORIZED TO REQUEST RELEASE OF FUNDS FROM THE ROTARY D7475 SERVICE FOUNDATION (NAME, EMAIL, PHONE #) :

1. _____

2. _____

Please include the letter (first page above) authorizing this application to the Foundation for the stated purpose(s) and for the persons named above to act on the club's behalf, along with the completed indemnification/hold harmless agreement. The letter must include the names of those authorized persons and must be signed by the club's board chair or authorized individual representing the board. Mail or email the letter and this form to the Rotary D7475 Service Foundation chair. You will be notified if/when the project is approved.

After approval, project revenues and requisitions for payment are to be submitted to the Foundation Treasurer (information below). The requisition form is on the website www.rotary7475foundation.org.

QUESTIONS? - Call or email Joe Steiner, Foundation Chair
joe@pamjoe.com - Phone - 908-337-9536

Please do not write below this line

Foundation Board approved the project on : _____ By: _____

Chairman

Mail checks, payable to Rotary District 7475 Foundation, to Michael Townley, Treasurer
c/o 342 Rahway Avenue, South Plainfield, NJ
07080-3741

michael.townley@rotarynj.org - 908-227-6782

ROTARY D7475 SERVICE FOUNDATION, INC.

INDEMNITY AND

HOLD HARMLESS AGREEMENT

THIS AGREEMENT made this _____ day of _____, _____,
by and between _____, with an address at
_____ (hereinafter referred to as
the "Event Sponsor") and Rotary D7475 Service Foundation, Inc. (hereinafter referred to as the
"Foundation"),

1. Foundation hereby consents to act as the sponsor for the following event:

2. The Foundation's point of contact, mailing address, telephone and email is:

Michael Townley, Treasurer; 342 Rahway Ave, South Plainfield, NJ 07080-3741
- 908-227-6782 – mrtownley@njrotary.org

3. The Event Sponsor's point of contact and their mailing address, telephone, and email is as follows:

4. All proceeds and disbursements for the foregoing event shall be deposited in or charged against a Foundation bank account by the Foundation treasurer. The Treasurer shall track all revenues and expenses as a Project specific to the above event. Foundation shall not be obligated to expend any of Foundation's monies in connection with the foregoing event from any other account and in no case in excess of revenues received and recorded in the Project. Any net proceeds from the foregoing event shall be used solely for a charitable purpose.

ROTARY D7475 SERVICE FOUNDATION, INC.

- 5. The Event Sponsor agrees to indemnify, defend and hold Foundation and its officers and agents harmless from any and all liability, demands, claims, suits, losses, injuries, damages, judgments, expenses, costs and reasonable attorney's fees arising out of or resulting from sponsoring the aforesaid event, including any costs of any kind resulting from the acts or omissions of any guest, participant, visitor or other person in connection with the aforesaid event.

- 6. The Event Sponsor shall act as the guarantor under any contract between any vendor and Foundation in connection with the foregoing event and shall be responsible for any and all obligations under said contracts. Any such contracts shall be subject to the review and approval by Foundation.

- 7. The Event Sponsor shall be responsible for providing a written acknowledgment to any donor of charitable contributions of \$250.00 or more in connection with the aforesaid event.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first written above.

EVENT SPONSOR ATTEST:

Event Sponsor Name

By: _____
Secretary

By: _____
President/Chairman

Print name: _____

Print name: _____

WITNESS:

ROTARY D7475 SERVICE FOUNDATION, INC.

By: _____
Michael Townley, Treasurer

By: _____
Joseph Steiner, Chair