

Charitable Donation Policy & Request Form

Qualifications

1. Prior to each new Calendar Year, the Chamber Executive Committee will set a limited donation budget for the upcoming year. Because of this limited pool of donation funds, the Chamber will jury donation requests based on a submitted application.
2. In compliance with our by-laws and for practical reasons, the Chamber will not consider donation requests from the following: Individuals, for-profit businesses (with the exception of sponsored events that have broad community benefit), taxing entities, religious organizations, political candidates, parties or organizations, or for causes that the membership deems to be contrary to the Chamber by-laws, or not representative of the mission of the Chamber.
3. Donation requests will be approved only for a single budget year. A new written request must be submitted each year.

Application

1. All donation requests must be received by a Chamber employee, in writing, no less than 30 calendar days before funds are needed. Applicant will be asked to include as many details as possible and will be asked to address the *Review Criteria and Questions*. Donation requests may be submitted in the form of a formal application, as provided by the Chamber.

Review Criteria & Questions

1. Donation requests which appear to further the agenda of the Chamber, and/or the local business community, will receive preferred consideration, as will requests made by Chamber member organizations.
2. Weight will be given to requests that have longer-term benefits to the community.

Deliberation and Decision-Making Process

1. Chamber employee receiving the donation request will forward the request to the Executive Committee members within two business days.
2. Chamber Executive Committee will screen applications to determine whether the donation request meets the Chamber's review criteria.
3. The Chamber Executive Committee will vote on donation requests.
4. Approval of donation request requires a simple majority of the votes tallied. A tie vote will be deemed a negative vote.
5. Approved donations will be funded by dual-signature check within 10 business days, or following review stipulated in the "Conditions" section of this policy.
6. Donations checks/items will be issued to the name of the organization making the request and will not be issued to an individual.

Conditions

Approved funds will be conditional on the recipient's willingness to provide documentation, receipts, or a letter detailing the use of the donated funds.

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Donation Request Form

Date of Request: _____

Business/Organization: _____

Contact Name: _____ Contact Email: _____

Address: _____ Phone: _____

Name of Event: _____ Date of Event: _____

Amount/Item requested: _____

Please provide a description of the event or activity for which funding or items are being requested and explain the benefit that would be realized should the request be granted:

For Internal Use Only:

Date Application Received: _____ Approval Date: _____ Item Value: _____

Approved By: _____ Contacted Requestor Date: _____ Item Donated: _____