DONATION REQUEST FORM

To: Clayton Valley/Concord Sunrise Rotary Charitable Fund Attn: CVCSCF Secretary Email to: Mary Kemnitz at: mak300z@aol.com

**Donation Recipient/Organization,** make check payable to:

Contact Person: Phone Number

Address of Organization:

Tax Exempt Status; ie, 501(c)(3) number if known:

Amount Requested: $

**Charitable Purpose:** (Please attach any supporting documentation)

History of any Prior Donations:

When Donation is Needed:

**How Donation will be Delivered :** In person? Who is check to be given to?

Via Mail? Give address.

Club Member Signature of Requestor: Date:

Is this an approved beneficiary for the Charitable Board? YES NO DON’T Know

Are these funds “restricted” (or earmarked for a specific project)? YES NO

**If “YES” NOTE:** Funds provided by requestor are to be passed through by the CVCSC Board.

If this is a “matching” endeavor, please list anticipated donors, if known.

**Wire Transfer:** If this is to be by wire transfer, please include all pertinent information.

Disposition of Request

Action Taken by: CVCSC Board. Signature: Date

Action Taken by: Charity Board. Signature: Date

Amount Approved: $

Reason, if Above Request has Been Denied or Modified: