



Request for Charitable Contribution Rotary Club of Lake Mary

Each year, the Rotary Club of Lake Mary finances projects to help local and international communities. As proud and responsible Rotarians, we raise and distribute funds as well as donate our time in keeping with Rotary's 4 Way Test:

Of the things we think, say or do

- 1. Is it the TRUTH?*
- 2. Is it FAIR to all concerned?*
- 3. Will it build GOODWILL and BETTER FRIENDSHIPS?*
- 4. Will it be BENEFICIAL to all concerned?*

Our organization strives to assist our community in the areas of: **Food, Water, Clothing, Shelter, and Education**. Please tailor your request to one of these areas for assistance.

We are pleased to review your request and ask that you provide the "attached" criteria to assist us in considering your organization for our charitable contribution.

Your requests must be submitted in writing via the official Rotary Club of Lake Mary fund request application attached.

Send hard copy request applications to: or Email request applications to:
Rotary Club of Lake Mary RCLM Charitable Giving Committee
125 Middle St, Ste 125 "egrubbs@theadjutantgroup.com"
Lake Mary, FL 32746-0535.

Requests must clearly specify: (see attached for complete criteria)

- The beneficiary of the contribution;
- The purpose for which the funds are sought;
- Relevant details (date of event, publication specifications);
- Any sponsorship benefits incurred by Lake Mary Rotary

Any endorsement(s) by Lake Mary Rotarians must be submitted in writing and attached to the request. Please note, this is a one-year commitment.

We look forward to receiving your request.

Sincerely,

Carralyce Buford

Carralyce Buford
President
Rotary Club of Lake Mary



Rotary Club of Lake Mary Fund Request Application

How can the Rotary Club of Lake Mary be of assistance? (Quantify Financial or Service)

Amount of Request: \$_____

or

Type of Service you'd like from our Members:

Area of Assistance: **Food, Water, Clothing, Shelter, or Education.** (please identify the area or areas of assistance of your request)

Please give a detailed description of how this assistance/donation will be used.

Name of Organization:

Complete Address:

Telephone:

E-Mail:

Executive Director's Name and Title:

Principal Officers of your organization:

Contact Person (if other than Executive Dir.)

Rotarian Point Of Contact (who in the Lake Mary Rotary Club is familiar with or will sponsor your request)

Is your organization a corporation? Yes No

If yes, give Florida corporate number:

Is your organization a 501(c) 3 according to the Internal Revenue Service?

Yes No

If yes, please attach a copy of your determination letter.



Rotary Club of Lake Mary Fund Request Application

Briefly describe the charitable work in which your organization is involved. (Attach additional sheets if required.)

What is the annual contribution received by your organization from other sources?

What were the sources of contributions within the past year?

What percentage of the donation will be used in the following areas?

- Administrative costs
- Lake Mary, FL
- Services in Seminole County
- Services in Central Florida
- Services in other areas

What is the Time Frame for which the dollars are needed.

What is your organizations strategy for publicly announcing the support provided by The Rotary Club of Lake Mary?

What time or event can the Rotary Club of Lake Mary visit your organization to validate our sponsorship?

We will review your request and we will be back in contact with you with our decision as soon as possible.