

Charitable Donation Request

Directions: Please complete the information below if your organization would like the Executive Council of Belleville Federation of Teachers Local 434 to consider a request for a charitable donation. Forms can be returned to the Local President, Building Representatives, or any member of Executive Council.



Please print or type all information for clarity.

Part One: About Your Organization

Name of organization: _____

Briefly describe the purpose of your organization: _____

Does your organization hold a 501(c)(3) status? (circle) yes no

Does your organization hold a 501(c)(4) status? (circle) yes no

Mailing address: _____

Organization Phone number or email: _____

Website: _____

Contact Name: _____

Contact Phone Number: _____ Email: _____

(continued on reverse)

Notes

- Belleville Federation of Teachers Local 434 will consider all charitable requests on an equal opportunity basis, regardless of race, creed, color, or affiliation
- Completion of a request for a charitable donation does not guarantee a donation will be made

- A new request for charitable donation must be completed each year for recurring requests

Part Two: About Your Request

Briefly describe your request for funds, including the purpose of the funds:

Our Vision: "The vision of Belleville Federation of Teachers Local 434 is to be active and engaged in the school and community."

Briefly explain how this request reflects the Vision of BFT Local 434: _____

Requested amount of donation: _____ Date funds are needed by: _____

Note: Requests will be considered at the monthly Executive Council meeting, so please allow a minimum of 30 days to process all requests. Requests received in June, July, and August will be considered at the September meeting.

Will you be willing to accept a lower amount than requested? (circle) yes no

If the donation will include a sponsorship or promotion of BFT Local 434 (i.e. inclusion on T-shirts, event signage, program mention, verbal acknowledgement in remarks), please describe:

What is the approximate number of people who will see/hear the promotion? _____

Please include any other information pertinent to your request _____
