



## Community Donation Policy

The Board of Directors will consider requests for donations to not-for-profit [IRS designation 501(c)(3)] or governmental organizations if the following criteria are met:

1. The organization includes a position statement regarding the manner in which the donation will be used to conduct activities which are in concert with the mission and current Business Plan of the Chamber.
2. The organization states how the donation will benefit the membership of the Chamber (a specific segment of not less than 10% of total membership or the entire membership)
3. A financial statement for the organization is presented including the current month's income statement and balance sheet and the dated cover letter from the latest review by a CPA.

Adopted by the Board of Directors on April 8, 1999

Other points to note:

- 1.) Donated funds are given with the expectation that funds will be expended within 3 months of receipt.
- 2.) All requests for donations must be submitted on the Chamber's Donation Request Form and include budget information.
- 3.) Public acknowledgment of donation will be made with the following language:  
"This program/project/event was made possible with funding from the Chamber of Commerce."
- 4.) Funds are to be used only for the stated purpose.



Chamber of Commerce  
Donation Request Form

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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Amount requested: \_\_\_\_\_

Is this a one-time request \_\_\_\_\_ or an on-going project \_\_\_\_\_? Check one.

What will this funding be used for?

What percentage of the Chamber membership will benefit from this project? \_\_\_\_\_ %

How did you arrive at this percentage?

I/we have read and understand the Little Falls Area Chamber of Commerce's policy on  
Community Donations and agree to abide by the policy: \_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Submit completed form and project budget to:

Little Falls Area Chamber of Commerce

200 1<sup>st</sup> Street NW

Little Falls, MN 56345

Fax: 320.632.2122