

The James M. Slay Detachment
Marine Corps League
Richmond, VA

Directions for completing Request for Donations Form
{Endorsed by Officers and Approved by Detachment 3/23/2019}

The Detachment receives numerous requests for donations from non-members as well as members. With few exceptions, these are appropriate requests with much merit. However, funds are limited, and the Detachment must choose between competing requests. These are guidelines for making requests for charitable donations.

- a. Requests should be succinct, formal, and in writing. The Request for Donation form on the reverse side hereof must be submitted at a minimum.
- b. Donations must support the *Mission of the Marine Corps League*:

“Members of the Marine Corps League join together in camaraderie and fellowship for the purpose of preserving the traditions and promoting the interests of the United States Marine Corps, banding together those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service that they may effectively promote the ideals of American freedom and democracy, voluntarily aiding and rendering assistance to all Marines, FMF Corpsmen and former Marines and FMF Corpsmen and to their widows and orphans; and to perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.”

- The requesting charitable organizations must be making a substantial impact on our local Marine/FMF Corpsman community.
 - Donations by the detachment must primarily benefit local active duty and veteran Marines and local active duty and veteran FMF Corpsmen and their widows and orphans who reside locally.
 - Donations in support of local MC JROTC programs and college scholarships benefitting their participants are a priority.
 - Charitable organizations funded *principally* by government entities and/or managed by political appointees are low priority.
- c. Requests, particularly for repetitive donations, are generally reviewed at the same time concurrent with the annual budgeting process in October so that they can be evaluated among competing requests and prioritized.
 - d. The annual Detachment budget generally includes an aggregate annual donation amount of which 10% is generally reserved for unforeseen requests. The Adjutant is responsible for coordinating the annual budgeting process for donations as well as the review process for all requests for donations, except as noted in paragraph g below.
 - e. Requests should include sufficient financial background information for the Detachment’s Executive Committee, whose members are the Commandant, Sr. Vice Commandant, Jr. Vice Commandant, Judge Advocate, Adjutant, and Paymaster, to determine whether funds appropriated would be well spent. For example, whenever more than 5% of total contributions (i.e. income) is attributed to administration and/or fund raising, priority will be given to other more efficient organizations, unless there are mitigating circumstances.
 - f. Requests are reviewed and endorsed first by a majority of the Detachment’s Executive Committee before they are presented to the Detachment for final approval. The initial review process by the Detachment’s Executive Committee is private to permit a full and open discussion and excludes those making or benefiting from the request.
 - g. With concurrence of at least two other members of the Detachment’s Executive Committee, the Commandant of the Detachment is authorized to make emergency donations of up to \$100, provided the annual aggregate budget for unforeseen charitable donations is not exceeded. The Paymaster must announce, during his monthly report, donations that have been authorized by the Commandant and the names of at least two other members of the Detachment’s Executive Committee concurring.
 - h. Requests for donations greater than \$100, which have been endorsed first by a majority of the Detachment’s Executive Committee, must then be presented to a quorum of Detachment members at a regular monthly meeting for final approval.
 - i. Submit this form to the Adjutant at least two weeks in advance of a regularly scheduled monthly Detachment meeting.



Request for Donation
by
James L. Slay Detachment
Marine Corps League

Background: The Detachment receives numerous requests for donations from non-members as well as members. With few exceptions, these are appropriate requests with much merit. However, funds are limited, and the Detachment must choose between competing requests, consistent with the *Mission of the Marine Corps League*. With approval of at least two other members of the Detachment's Executive Committee, the Commandant of the Detachment is authorized to make donations up to \$100, provided the annual budget for unforeseen requests is not exceeded. Requests for larger donations which are endorsed first by a majority of the Detachment's Executive Committee must then be presented to a quorum of members at a regular monthly meeting of the Detachment for final approval.

Directions: Complete this form following the directions on the reverse hereof when requesting a donation by the Detachment, and submit it along with supporting documentation to the Adjutant at least 2 weeks in advance of a regular Detachment meeting.

Date		Requestor	
Amount Requested		Telephone	
Beneficiary		Email Address	

Beneficiary Postal Address

Purpose of request and background of beneficiary. Provide financials if an organization.

Amount Approved by Commandant/Detachment \$ _____ **Date** _____

Signature of Adjutant _____