



**Request for Charitable Funds**

**Please fill in all information and return to the OOSC. All charitable requests must be submitted by the first Thursday of the month in order to be voted on by the following month. Your organization can NOT be for profit in order to receive funds from the OOSC. To determine if your organization meets the requirements to receive charitable funds please visit the official IRS website at:**

**<http://www.irs.gov/charities/charitable/article/0,,id=96099,00.html>.**

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

Are you a 501-(c)(3) ? \_\_\_\_\_ Tax ID # \_\_\_\_\_

Complete Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Amount Requested \_\_\_\_\_

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

To whom should the check be written (if approved) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Specifically how will OOSC funds be used? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date by which funds are needed \_\_\_\_\_

How is the community served by this request? \_\_\_\_\_

\_\_\_\_\_

Please feel free to add pages if additional space is needed.



## **Charitable Donation Guidelines**

**As a general rule, charitable funds may be used for the following requests; however each request will be evaluated on an individual basis.**

1. Local civilian non-profit (501-c3) organizations.
2. National organizations requesting funds that will be used locally and will stay here.

**As a general rule, charitable funds should NOT be used for the following requests, however each request will be evaluated on an individual basis. Organization should be a 501-(c)(3).**

1. Those organizations for profit, to include: individual, family, or shareholder profit.
2. For other miscellaneous requests not of a charitable nature; to include, but not limited to sports team sponsorship, uniforms, costumes, decorations, and refreshments
3. For organizations who have refused to help the military population.
4. For organizations who do "mass mailings".