



Hurlburt Spouses Club

www.hurlburtpousesclub.com

Charitable Request Form

Name of Organization _____

POC Name and Title _____

Address _____

Phone _____

Email _____

Requested Amount of Funds _____ Total Cost of Project or Event _____

Date Funds Needed By _____

Is your organization/agency chartered on Hurlburt Field as a private organization? _____

If the HSC donates to your organization, to whom* should the check be payable? _____

*Checks cannot be made payable to an individual

Requested funds will be used for the following (be as detailed as possible and use additional sheets as needed)

What other means of fundraising does your organization utilize? (Corporate event/sponsors, mass mailings, CFC)

Fundraisers to date (Event and amount received during fiscal year and/or for this event)

Funds requested from other organizations (source and amount requested and received)

Number of Individuals who will benefit from these funds _____

Percentage of Military and/or Number of Military Members/Spouses or Families who will benefit _____

How will these funds benefit the military or surrounding community?

What is the long-term benefit of this donation?

If approved, is your organization willing to pick up the check at an HSC Board meeting, General Membership meeting or at our Thrift Shop so that we may have a photo opportunity? _____

Signature

Title

Date

RETURN THIS FORM BY MAIL TO:
HSC Charitable Treasurer
PO Box 631
Mary Esther, FL 32569-0631

Or send via email to: hscharitytreasurer@gmail.com

Requests should be made **no later than** 30 days before funds are needed

Tips for Submitting Welfare Requests

- 1. Please fill out the form as completely as possible. Additional justification/information may be added to a blank second page. Be very specific. This document may be filled out electronically and then emailed. Signatures must still be included. We may call or email and request additional information or clarification from you before making our final decision.**
- 2. Written requests should be received by the HSC Board no later than 30 days prior to the date funds are needed.**
- 3. The HSC Board typically meets on the first Thursday of the month. Requests will only be considered during these meetings each month. Unbudgeted requests over \$1000 also require HSC Membership approval. Checks should be cut within one week after the board meeting or General Membership meeting if the request is approved.**
- 5. The HSC typically does not pay for requests associated with providing food/beverage.**
- 6. Please email additional questions to hscharitytreasurer@gmail.com**
- 8. If your request is approved, your POC will be contacted by the HSC Charitable Treasurer.**