



Donation Policy & Request Form

Qualifications

1. In compliance with our by-laws and for practical reasons, the Chamber will not consider donation requests from the following: Individuals, for-profit businesses (with the exception of sponsored events that have broad community benefit), taxing entities, religious organizations, political candidates, parties or organizations, or for causes that the membership deems to be contrary to the Chamber by-laws, or not representative of the mission of the Chamber.
2. Donations may be budgeted in advance by agreement of the Board during the budgeting process, or can be considered on an “as needed” basis.

Application

1. All donation requests must be received by the Chamber, in writing, no less than 14 calendar days before the member meeting where the request will be considered. Applicant will be asked to include as many details as possible and will be asked to address the *Review Criteria and Questions* below. Donation requests may be submitted by formal application, as provided by the Chamber, or if all relevant details are provided in the request, a formal application may not be required.

Review Criteria & Questions

1. Donation requests which appear to further the mission of the Chamber, and/or the local business community, will receive preferred consideration, as will requests made by Chamber member organizations.
2. Weight will be given to requests that have longer-term benefits to the community.

Deliberation and Decision-Making Process

1. Donation requests will be forwarded to the full Board upon receipt, prior to the meeting where the request will be considered.
2. Chamber Board will screen applications to determine whether the donation request meets the Chamber’s review criteria.
3. The Chamber Board and members present will vote on donation requests.
4. Approval of donation request requires a simple majority of the votes tallied. A tie vote will be deemed a negative vote.
5. Approved donations will be funded within 10 business days, or following review stipulated in the “Conditions” section of this policy.
6. Donation checks will be issued to the name of the organization making the request and will not be issued to an individual.

Conditions

1. Approved funds will be conditional on the recipient’s willingness to provide documentation, receipts, or a letter detailing the use of the donated funds.

