



SCOTT SPOUSES' CLUB
Have Fun, Make Friends, Give Back
www.scottspouseclub.com

CHARITABLE DONATION REQUEST FORM

Organization: _____

POC Name and Title: _____

Phone: _____

Address: _____

Email: _____

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

Number of Individuals who will directly benefit from these funds: _____

Percentage of military and or number of military members, spouses, or families who will benefit: _____

Date Funds Needed By: _____

Are you a 501 (c) (3) organization? _____ Tax ID# _____

Do you have a Combined Federal Campaign number? _____ CFC# _____

Is your organization/agency chartered on Scott AFB as a private organization? _____

If SSC should identify your organization as a recipient of charitable funds, to whom* should the check be payable _____

* Checks cannot be made payable to an individual

Requested funds will be used for the following (Please be as detailed as possible and use additional sheets if necessary):

What other means of fundraising does your organization utilize? (Corporate events/sponsors, mass mailings, United Way, CFC; please specify the amount that will be directly applied for this purpose):

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

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 a SSC Board meeting first Wednesday of the month at 9:30 or at the General Membership meeting on the second Wednesday (the function times are listed on our web site) so that we may both have a photo opportunity?



Signature	Title	Date
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Proper authorization on each request must be obtained. If the request is from an MWR organization, the MWR Commander or Deputy’s signature is required. If the request is from a Unit/Clinic/Organization then we require a signature from a Commander, Deputy, President or Scout Leader. If the request is approved, receipts of expenses will be required.

Submit completed form to*:

**Scott Spouses’ Club
Attn: Charitable Chairperson
PO Box 25037
Scott AFB, IL 62225 or
charitablegiving@scottspouseclub.com
*email is the preferred delivery method**

For SSC use only				
Date Received	Date reviewed by committee	Date reviewed by Board	Accepted/Denied	Date funds and/or letter sent

Scott Spouses Club
PO Box 25037
Scott AFB, IL 62225

The Scott Spouse’ Club is a private, non-profit organization.
It is not a part of the Department of Defense or any of its components and has no governmental status

SSC Guidelines for Charitable Donations

The Scott Spouses' Club (SSC) is a dynamic, energetic, fun-loving group of military spouses from all branches of the military, both active duty and retired. We are dedicated to offering financial support towards special projects. Funds are generated through various SSC fundraising activities and the generosity of the Scott Thrift Shop. Any organization serving the Scott AFB population may request assistance from the SSC.

The Charitable Committee reviews and researches all donation requests prior to the presentation to the Governing Board for a vote. All requests must be submitted in writing utilizing the form above. **Requests must be received no later than the 20th of the month to be considered at the next Governing Board Meeting.** The Governing Board meets on the first Wednesday of each month (September - May). ****Neither the committee nor the Governing Board meet over the summer; funds needed for June through August should be requested by the April 20th application deadline. Any requests received over the summer months will be tabled until September.**

Tips for Submitting Requests

Please fill out the form as completely as possible. Additional information may be added on a second page. The document may be filled out electronically and then emailed. Verification of authorized signatures must be included.

Charitable donations will be made to further the common good and general welfare of the base population, the military and the community. Keep in mind, the larger group benefitting from the donation, the better.

Funds will not be donated to support a political candidate or a partisan political cause.

Donations will not be made to individuals.

Donations will be contingent upon being used for the purposes as approved by the Board of Governors. Any monies not spent in the format in which they were approved must be returned to the SSC and a new request must be submitted for approval.

The SSC typically does not pay for costs associated with door prizes, food, beverage or childcare.

Requests will not be considered after the event has passed.

Checks must be deposited within 60 days from the date of check disbursement.

Questions may be directed to SSC at: charitablegiving@scottspouseclub.com

The SSC Charitable Chairperson will contact the POC following the Governing Board Vote.

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