

100 W. Chicago Avenue  East Chicago, IN 46312  PH: 219-392-4225  FX: 219-392-4245  www.foundationsec.org

**PROCEDURE FOR SOLICITING DONATION REQUESTS**

All donation requests must be submitted in writing using the Donation Request Form that can be found on the Foundations of East Chicago website, www.foundationsec.org.

In accordance with IRS regulations, Foundations of East Chicago, Inc. (FEC) has adopted policies which prohibit releasing funds directly to an individual or a non-501 (c)(3) organization

Donations of amounts $500 or less for school sponsored events, end of year programs, and/or field trips are considered on a case-by-case basis. Submission of a Donation Request Form does not guarantee funding. The maximum any organization can receive within any given calendar year is $500.

In addition, school sponsored clubs can request a donation match of up to $500. Proof of funds raised must be submitted before funds are released.

Typically, the Board of Directors meets the second Wednesday of each month. The event covered by the Donation Request Form cannot precede funding approval. Therefore, to ensure that a Donation Request will be reviewed in a timely manner, the request must be submitted by the 27th of the month. It is recommended that requests be submitted at least 6 – 8 weeks prior to the event.

Please be sure to include:

* Name of individual(s) or organization seeking assistance.
* Address and contact number of individual(s) or organization seeking assistance.
* Date of program/event.
* Total cost of program.
* Sponsorship amount requested.
* The request must be accompanied by:
  + any correspondence to support the validity of the request
* Requests submitted by a school must include signature approvals of both the Principal and Superintendent.

*A completed form is not an agreement to honor your request. A previous donation does not guarantee a donation will be offered again for a specific event or donation amount. Similarly, a request for an amount may be partially supported or rejected.*  ***If approved, funds will be mailed directly to the School’s Administrative office along with a copy of this form. Funds must be used for the sole purpose of the request.***

*Adopted: February 28, 2007*

*Revised & Approved: February 12, 2014*

*Updated: January 16, 2015*

*Amended & Approved: December 9, 2015*

*Amended & Approved: July 12, 2023*

**FOUNDATIONS OF EAST CHICAGO, INC**.

**DONATION REQUEST FORM**

Please read our Procedure for Soliciting Donation Request before completing the Donation Request Form.

All areas must be filled out completely for the Board to consider your request. The completed form can be mailed to: Foundations of East Chicago, Inc., 100 West Chicago Avenue, East Chicago, IN 46312, Request may also be faxed to 219-392-4245 or emailed to [ajimenez@foundationsec.org](mailto:ajimenez@foundationsec.org)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact Person - Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person - Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of fundraising event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total Cost of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where will the event take place? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many students will be served? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe the purpose of your event and budget breakdown of how the funds will be used:

Principal’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Superintendent’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_