# Donation Request Description FORM

(Request form must be received by the Jaycees by December 15, 2018 for consideration.)

Requesting Organization Primary Contact(s)

 Telephone Number

Street Address

 Fax Number

 E-mail

City, State, Zip Code

Request Description:

Type of Request: \_\_\_ Special Project \_\_\_ Operating Support \_\_\_ Capital Improvement \_\_\_\_ Program/Event

Date Submitted: Amount Requested:

**Jaycees Criteria:**

Who benefits from the donation request? (Please highlight # or % of Naperville community served, other surrounding geographic areas served, demographic areas served, etc.):

**Accountability:**

How can it be verified that the funds will be used for the requested purpose? (Donations are subject to audit)

What obstacles are you currently facing with funding?

How will the Naperville Jaycees receive recognition for the donation?

## Service Organization Background and History

Age of Organization: Non Profit Reg #:

Previous Requests (Date, $ Amount, Use): Previous Donations (Date, $ Amount, Use):

### Size of Organization (Full time: Part time: Volunteers: )

What are the Organization’s goals?

What is your mission statement?

Do any other local organizations provide similar services (if yes, please explain how you differ from these other agencies)?

What are some additional programs provided by your organization with need, monetary or otherwise?

Has there been any outside recognition of your organization? (Awards etc.):

**Organization’s Financial Information:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| REVENUE | $ | % | EXPENSES | $ | % | FUND BALANCE | $ | % |
| Earned |  |  | Program |  |  | Unrestricted |  |  |
| Fnd/Corp |  |  | Admin |  |  | Restricted |  |  |
| Government |  |  | Fundraising |  |  |  |  |  |
| Other |  |  | Other |  |  |  |  |  |
| **TOTAL** |  |  | **TOTAL** |  |  |  |  |  |

Comments on financial information (if needed):

Anything else you would like the Naperville Jaycees to know as we consider your request:

Would your organization be interested in providing volunteers at the Last Fling or other Naperville Jaycee events?

If yes, who should we contact to discuss possible volunteer opportunities?:

**Application Submission Instructions**

1. Complete Requests Must Include
	1. Fully completed request form
	2. Copy of your organization’s most recent Audited Financials
	3. A letter of Good Standing with the State of Illinois
2. Please submit all requested documents to by December 15, 2018:

Naperville Jaycees

Donations Requests

PO Box 22

Naperville, IL 60566-0022

1. A Jaycees member will contact the organization representative listed in the request to schedule a time to meet with you to learn more about your organization and the request.
2. The request approval process can take several months. If the funds requested are needed by a specific date, please indicate so in a letter enclosed with your request.

If you have specific questions throughout the donation’s process, please direct them to jcinfo@naperjaycees.org