

# Charity Submission Template

To be filled out by the Lodge sponsor or charity contact prior to consideration for funding from the lodge. Charities details will be listed on our website, and may be featured in the bulletin. Lodge supported organizations should plan to attend lodge meetings as necessary to share their plans, processes and progress with the membership.

## Charity Request Submission Form

### 1. Applicant Information

- **Organization Name:** [Legal name of non-profit or group]
- **Contact Person:** [Name and Title]
- **Phone & Email:** [Best contact details]
- **Mailing Address:** [Street address for official correspondence]
- **Website:** [Link to website or FB page]
- **Tax ID / EIN:** [Required for non-profit verification]
- **Lodge Sponsor (Optional):** [Name of referring Elks member, if applicable]

### 2. Request Overview

- **Amount Requested:** \$[Dollar amount]
- **Primary Category:** *(Check one)*
  - [ ] Veterans Services
  - [ ] Youth & Education
  - [ ] Community Emergency / Basic Needs
  - [ ] Local Non-Profit Partnership
  - [ ] Other

### 3. Program & Impact Details

- **Description:** [Briefly describe what the requested funds will purchase or support]
- **Target Audience & Reach:** [Who benefits, and approximately how many Hillsboro/Washington County residents will be served?]
- **Recognition:** [How will the Lodge's contribution be recognized? e.g., logo on banner, social media shoutout, event tickets]
- **Elks Involvement:** How does this program or charity plan to provide volunteer opportunities for Elks Members?