



Charitable Donation Request form

All the following information is required for Zane Grey AZ, Youth Advancement Committee to consider your request

Organization: _____ Date: _____

Organization's Contact Person: _____ Title: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email Address: _____

Please make sure your proposal includes the following information:

- A description of your organization, including its mission and major accomplishments
- A copy of the letter from the IRS stating your organization's 501c3 status, if applicable
- A list of key staff and titles and current Board of Directors including officer's status If applicable

Contact person's relationship to the organization:

Employee: _____ Volunteer: _____ Fund Raiser: _____

What services are provided by your organization? _____

How will this donation be used? _____

What Kind of advertising / recognition will Zane Grey AZ, Youth Advancement Committee receive? _____

List all organizations you have or will request funds for this project: _____

What type of contribution are seeking, items or monetary? _____

Items: _____ (Please be Specific) Include an invoice.

Monetary \$ _____ (Please be Specific)

By what date do you need the contribution? _____

To whom should the check be made payable? _____

Signature of Organizations Officer: _____



CHARITABLE DONATIONS POLICY

Zane Grey AZ, Youth Advancement Committee is committed to supporting causes that improve youth in Payson AZ and Gila County AZ. Zane Grey Y.A.C. frequently makes contributions of cash, goods, or services to local organizations that support the advancement of our youth in local community.

All parties requesting support from Zane Grey AZ, Youth Advancement Committee must complete a request form. The completed form should fully explain the nature of the contribution being sought and include all requested documentation. The Charitable Donation Request form is available by request at main office. Or by email: zanegreyazyac@gmail.com

All required documentation should be submitted to the Committee following the directions provided below.

Contributions Policy

- The organization must also be a 501(c)(3) non-profit organization.
- Requests should be submitted at least 30 days prior to the event to give proper time to evaluate the request.
- Complete proposals include a description of the organization, its mission and major accomplishments, and a list of current board members and key staff.
- Copy of current year's Budget.
- Nonprofit organizations should submit their tax-exempt letters from the Internal Revenue Service with their contribution requests.
- Complete proposals will be considered yearly by the Committee.
- Incomplete proposals or those with deadlines within 30 days of submission may not be considered.

Preferential consideration is generally given to requests where the following apply:

- The recipient is a local community organization in Payson AZ, or Gila County.
- Money donated will be re-distributed in Payson AZ, or Gila County.
- Money donated will directly benefit youth in Payson AZ, or Gila County.
- Money donated will benefit a significant group of people (as opposed to a single person).
- Zane Grey AZ, Youth Advancement Committee receives recognition for its donations.

Zane Grey AZ, Youth Advancement Committee reserves the right to deny your application due to the amount of submission and the applicant following criteria set forth in the mission statement of Zane Grey AZ, Youth Advancement Committee. In addition, we may not be able to fulfill your request in full.

Zane Grey AZ, Youth Advancement Committee does not make charitable donations to for-profit organizations.

Completed Charitable Donation Request applications and supporting documentation may be submitted by mail, or email:

zanegreyazyac@gmail.com

Zane Grey AZ, Youth Advancement Committee

Attn: Charitable Donations Committee

51 N Seldom Creek Ln.

Payson AZ, 85541