



MAXWELL-GUNTER
SPOUSES' CLUB

SERVICE, SUPPORT AND FRIENDSHIP

CHARITABLE REQUEST FORM

Name of Organization: _____

POC Name and Title: _____

Address: _____

Phone: _____ Email: _____

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

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 Maxwell/Gunter AFB as a private organization? _____

Should MGSC 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 (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):

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

Funds requested from other organizations (source and amount requested and received):

Number of Individuals who will benefit from these funds: _____

Percentage of Military and/or Number of Military Members/Spouses or Families who will Benefit:

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 MGSC Board meeting, General Membership meeting or at our Thrift Shop so that we may both have a photo opportunity? _____

RETURN THIS FORM BY TO

CharitableMGSC@gmail.com

OR

Maxwell-Gunter Spouses' Club (MGSC), P.O. Box 9935, Montgomery, AL 36108

Requests should be made no later than 30 days before funds are needed. All requests must be received by April 30 of the current calendar year.

The MGSC is dedicated to assisting various organizations by offering financial support through charitable donations. These funds are generated through MGSC's Thrift Shop located at Building 851, 206 West Selfridge Street, Maxwell AFB.

Tips for Submitting Charitable Requests

1. Please fill out the form as completely as possible. Additional justification and/or information may be added to a blank second page. Be very specific. This document may be filled out electronically and then emailed. Signatures must still be included. We may call or email and request additional information or clarification from you before making our final decision.
2. Written requests should be received by the MGSC Charitable Committee no later than 30 days prior to the date the funds are needed.
3. The MGSC Charitable Committee typically meets on the second Monday of the month and the MGSC Board of Directors meets on the second Thursday of the month. Requests will only be considered during these meetings each month. Unbudgeted requests over \$500 also require MGSC General Membership approval. Checks should be cut within one week after the board meeting or General Membership meeting if the request is approved.
4. The MGSC typically does not pay for requests associated with door prizes, providing food/beverage or childcare.
5. Requests from teachers must be signed by the School Principal and a request for funds from the corresponding PTA must have been made prior to requesting from MGSC. Proof of PTA payout or rejection must also be annotated in the request.
6. Please email additional questions to CharitableMGSC@gmail.com
7. If your request is approved, your POC will be contacted by MGSC's Charitable Chairperson.