



## Contribution Request Form

Thank you for your interest in requesting a financial contribution or other assistance from the Exchange Club of Lake Highlands (“ECLH”). ECLH works to enhance and improve the Lake Highlands community through a broad array of youth recognition, citizenship programs, and community service initiatives. We look to make an impact with tangible projects that will benefit the community as a whole for years to come. The ECLH Board of Directors considers financial requests on a biannual basis. To request financial assistance from ECLH, please submit the attached form on or before the following dates:

Fall Submission Deadline: **October 1, 2017**

Spring Submission Deadline: **March 1, 2018**

ECLH also supports the Lake Highlands community by volunteering at a number of community events and service projects. Requests for volunteer assistance are considered throughout the year.

ECLH's support includes the following types of service projects and initiatives:

- Supporting local non-profit organizations that provide a variety of community services, including child abuse prevention, medical care, and emergency shelter and services for victims of domestic violence
- Projects to enrich students' educational experience by implementing special programs or equipment at local public schools
- Projects that promote patriotism and honor our democratic heritage
- Projects that honor and recognize the United States Military and local Police Officers and Fire Fighters
- Providing emergency assistance to neighborhood families who have experienced substantial hardship due to illness or unexpected emergencies
- Other projects that benefit and improve the Lake Highlands community at large by promoting a sense of community pride and spirit

Decisions regarding requests for financial assistance are typically made within 60 days of the submission deadline.

# Contribution Request Form

**Reminder:** The Fall and Spring deadlines for submitting requests for financial assistance are October 1, 2017 and March 1, 2018.

1. Name of organization: \_\_\_\_\_

2. Contact person(s) with phone numbers & email addresses: \_\_\_\_\_

3. Describe request, including amount of requested financial assistance: \_\_\_\_\_

4. Describe how this request will benefit or serve the Lake Highlands community: \_\_\_\_\_

5. How many community members, students, or others will this request benefit? \_\_\_\_\_

6. Date that funds or assistance is needed: \_\_\_\_\_

7. Has this request been made in the past (if yes, when)? \_\_\_\_\_

8. Has ECLH provided funds to your organization in the past (if yes, when)? \_\_\_\_\_

9. Do you anticipate making this request again in future years? \_\_\_\_\_

10. Describe other efforts, if any, that are being made to fulfill this need: \_\_\_\_\_

11. Any other factors ECLH should consider regarding this request? If this request is time sensitive and should receive expedited consideration, please explain: \_\_\_\_\_

*Please return form to [communityservice@lhexchangeclub.org](mailto:communityservice@lhexchangeclub.org)*