



## 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 by prioritizing tangible projects that will provide sustainable benefit to the community over those that will have short-term benefit. 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 3, 2018**

Spring Submission Deadline: **March 4, 2019**

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.

Support from ECLH will be prioritized for 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
  - Requests for schools as beneficiaries need prior written approval from the principal submitted with the contribution request form
- 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
- 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 sixty days of the submission deadline.

# Contribution Request Form

**Reminder:** The Fall and Spring deadlines for submitting requests for financial assistance are October 3, 2018 and March 4, 2019.

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)*