



# Nisswa Lions Club Donation Request Form

The Nisswa Lions motto is WE SERVE.

We are proud to serve the Nisswa and Brainerd Lakes area since 1972.

Attached is our 2-page donations request form. Complete this donation request form in its entirety. **(A letter from your organization is not sufficient for donation consideration). *Incomplete request forms will automatically be denied.***

Form (and any supporting documents) may be submitted:

1. By mail: Nisswa Lions Club, Attention Donations Committee Chair, PO Box 434, Nisswa Mn 56468 (OR)
2. By email to Shawn Hansen, Club Donations Chair (1<sup>st</sup> Vice President) [nisswalionsclub@gmail.com](mailto:nisswalionsclub@gmail.com)

The Nisswa Lions Club has a donation committee that reviews and makes recommendations to our club for consideration. We review requests once per month. Your request must be received by the **5<sup>th</sup> of the month** to be considered for that month. IF received after the 10<sup>th</sup> of the month, your request will be tabled until the next month.

Our club has a process we follow for donation requests. Donations Committee – Board of Directors – General Membership. All requests will receive an email from our Donations Chair notifying you if approved or denied.

Organization requesting funds:	
Primary contact name:	
Primary contact phone:	
Primary contact email:	
Is your organization a 501c3, nonprofit?	YES / NO
IF yes, provide Federal Tax ID #:	
Before receiving any funds from our Gaming Division of the Nisswa Lions, we must have your IRS Determination letter on file. Please attach your IRS 501c3 Determination Letter to this request. <b>*Even if you think you've given this to us in the past; please attach each time you submit a donation request.</b>	
Mailing address – Street/PO Box:	
Mailing address – City, State ZIP:	
How long has your organization been in operation?	
\$ Amount you are requesting:	\$
Is there a definitive timeline that you need the funds?	YES / NO
IF yes, what is that timeline?	
Have you received funds from the Nisswa Lions in the past 24 months?	YES / NO
IF yes, how much money did you receive and what was it utilized for?	

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Organization requesting funds:	
\$ Amount you are requesting:	\$
What is the primary purpose for these funds?	
As a service organization, we ask that entities that receive funds from us; provide community service hours with us on a service project. Is this something you can accommodate when asked?	YES / NO
Please feel free to add attach any brochures, promotional materials, etc. so we have a better understanding of what your organization does and how it benefits the community.	

For Club Use ONLY:

Date request received		Gaming or Donations Account?	
Date presented to BOD		IF no, decline email sent (date)	
Request Approved	YES / NO	IF yes, date check sent	
IF yes, \$ amount approved	\$	IF 501c3, is their determination letter on file?	