



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 Bob Hannahs, Club Donations Chair (1st Vice President) qingforcommunities@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 **10th of the month** to be considered for that month. IF received after the 10th 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. If approved, your organization will receive the donation in approximately 30 days from that notification.

If you have any questions, please contact our Donations Chair Bob Hannahs. (Bob’s cell 218-537-0346)

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 #:	
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	\$		