

COMMUNITY GIVING CHARITY PUB NIGHT REQUEST FORM

Form must be filled out completely for your request to be considered
This form must be completed for any donation request made of Historic Jordan Springs

Request Date	
Requesting Organization	
Mailing Address	
City / State/ Zip	
Requestor Name	
Telephone	
Fax	
Email	
Organization Tax ID#	
Describe how Organization Intends to Use Proceeds	
Expected Number of Guests	
Signature	
Today's Date	

Please Provide a Letter of Tax Exemption from the Internal Revenue Service (Irs) Indicating That Your Organization Is a Charitable Organization as Defined by the IRS.

All requests must be submitted on this form for consideration. It is recommended that your organization attach documents to support your request and donation purpose.

Historic Jordan Springs is a proud supporter of local community events and charities. We attempt to fulfill as many of the numerous requests we receive for donations. Historic Jordan Springs makes cash donations through designated charity fund raising events. We will also donate promotional items/services. Please refer to our Community Giving Policy.

SUBMIT TO

Historic Jordan Springs
1160 Jordan Springs Road
Jordan Springs, VA 22656
Ph 540.667.7744 Fax 540.667.4114

TO BE COMPLETED BY HISTORIC JORDAN SPRINGS

APPROVED BY DONATION SENT (DATE) _____

DONATION VALUE \$ _____

COPY TO ACCOUNTING ONCE COMPLETED _____

COMMUNITY GIVING POLICY

This policy is implemented for any request made to
Historic Jordan Springs.

POLICY

It is the policy of Historic Jordan Springs to review and give fair consideration to all requests from local community organizations and charities. Historic Jordan Springs makes cash donations through designated charity fund raising events. We will also donate promotional items/services. Approval of community giving requests are granted based on budgetary allotments and working relationships with the organization. While we strive to approve all requests, the demand simply outweighs our supply.

All requests are done upon application and are responded to and considered as expeditiously as possible.

PROCEDURE

1. All requests must be submitted on Historic Jordan Springs' Community Giving Request Form. It is recommended that the organization submit supporting documents, along with this form. We wish to know about the requesting organization, its history and mission, details, and the importance of a donation from Historic Jordan Springs.
2. Submit the request form to Historic Jordan Springs. Please be sure to give ample time for review of your request. A minimum of 60 days for review and action on your request is suggested.
3. A response letter will be mailed to the requesting organization with our decision. If time constraints exist, a telephone
4. Approval decisions are made by the Marketing Department and copy submitted to our Accounting Department for tax benefits.