



# Donation Request

Dear UMC Employee:

The UMC Charitable Foundation will streamline University Mechanical Contractors, Inc.'s corporate donation policy & process. The Foundation will also strive to increase charitable contributions by supporting fundraisers and augmenting philanthropic awareness among employees and business associates. UMCCF will provide University Mechanical Contractors, Inc. employees with opportunities to recommend charities of their choice and will facilitate the charitable contribution process by providing payroll deduction and matching programs.

To apply for a donation, please complete the form below and submit to Marj Schmidt. Awards will be made at the discretion of the UMCCF Board (based primarily on the quantity of requests received, as well as other criteria that may include order of receipt, previous year donation, etc.). The UMCCF Board reserves the right to reject any applications.

### UMCCF 2016 Donation Request

**Requestor's Name:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Purpose/ Charity:** Name of charity: \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Purpose of charity: \_\_\_\_\_

Charity 501(c)(3) # \_\_\_\_\_

*Please attach 501(c)(3) documentation and other information about the charity*

Additional criteria – UMCCF may choose to match your personal donation in part or full. Please indicate the amount you are donating \$\_\_\_\_\_.

**Date Needed by:** \_\_\_\_\_

**Requested Amount:** \_\_\_\_\_

**Have you requested a donation from UMCCF to this charity before?**  Yes  No

**Please briefly explain why this donation is especially important to you:**

Attach additional information about the charity/program for the board to consider.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>For UMCCF Use Only:</b>	
Date Received:	_____
Approved by:	_____
Notification sent:	_____