

Donation Request Form Guidelines

The 100 Black Men of St. Mary, Inc. actively supports our community. Over the years, we have donated to several different events, not-for-profit organizations, and causes in St. Mary and Iberia parishes. We provide support in the form of Health and Wellness, Mentoring, Education, and Economic Development, depending on your needs and our available resources.

Before completing and submitting your form, please review the following donation guidelines.

- This form must be sent to Clarence Robinson, Jr. by email (crob405@yahoo.com) or fax (985-385-5840) at least **three weeks** before the date of the event to be considered for a donation.
- Because we have a set budget of funds available for donations, early submission of your form is recommended. Donation forms are reviewed on a first-come, first-serve basis.
- If you would like a member or members of the 100 Black Men of St. Mary, Inc. to attend and/or participate in your event please indicate this as one of your requests below.
- Donations are given to:
 1. Not-for-profit organizations;
 2. Community groups;
 3. Faith-based organizations;
 4. Education;or other entities upon approval of our **Board of the Directors**

Please email the following form to Clarence Robinson, Jr. at crob405@yahoo.com.

We will respond within a reasonable time of receiving this donation form.
Thank you!

Donation Application

Today's Date: _____
Pick up Date: _____
Date of Event: _____
Application #: _____

Part I

Organization Name:

Address:

Contact Name:

Email address & Telephone Number:

1. What is the purpose of this event?
2. Describe the format and activities that will occur at the event?
3. Where will this event be held?
4. How will The 100 Black Men of St. Mary, Inc. be acknowledged at this event?
5. What other organizations, besides yours, are involved in planning and implementing this event?
6. What is the amount of the monetary donation that you are requesting?
7. Are you requesting that one of the members of the 100 Black Men participate in this event? If yes, how many? What are you expecting them to do?
8. Will this event be publicized in the local newspaper or on the radio?
9. Submit a budget of how funds will be expended for the event

Note: Please attach any documentation that would give us additional details regarding the event.

Part II

If you are requesting The 100 Black Men of St. Mary, Inc. to be at the event, please complete the following:

Date(s) of Event/ Time:

Location of Event:

Will there be space for us to display pictures, signs, brochures, etc?

Part III: The following is a list of items that we are requesting from you in exchange for this donation:

_____ Photos of the event and the participants

_____ Written summary of the event. Including how did this event achieved it's purpose and the number of participants.

All items requested must be mailed to the address below 3-days following the close of the event:

100 Black Men of St. Mary, Inc.
P O Box 43
Morgan City, LA 70381

Part IV: Office (To be completed by the chapter)

_____ Have we donated to this applicant previously?

_____ Did the Finance Committee approve this donation?

_____ Date approved

_____ Classification (Education, Mentoring, Health & Wellness, Economic Development)

_____ Donation funds available

_____ Check number

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Thanks!