



# HANSCOM SPOUSES CLUB

# DONATION REQUEST GUIDE

Our Welfare Fund Committee will consider all qualified requests that meet our guidelines. We review requests once per month at our regularly scheduled board meetings, so response times may vary. We encourage you to apply well in advance of your funding needs. Requests for funding are not considered after an event has passed. The Hanscom Spouses Club does our best to support as many charitable endeavors as possible each year but we have no guarantee of funding approval.

## PRIORITIES:

- Funding for projects benefiting the general base population.
- Funding for projects benefiting specific groups within the base population.
- Funding for military-connected groups outside the base community.
- Funding for local community organizations.

## CONSTRAINTS:

- The Welfare Fund cannot donate to specific ethnic organizations (i.e. heritage observations).
- The Welfare Fund cannot donate to specific political or religious organizations unless funds are for non-religious base chapel functions benefiting the entire base.
- The Welfare Fund cannot donate to individuals for personal use. Donations should be to an organization, except for quarterly and annual performance awards.

**PLEASE DOWNLOAD, COMPLETE, AND SUBMIT THE DONATION REQUEST FORM TO BE CONSIDERED FOR FUNDING.**

**THANKS TO OUR DEDICATED VOLUNTEERS AT THE  
MINUTEMAN THRIFT SHOP IN BLDG 1515 ON HANSCOM AFB,  
THE HANSCOM SPOUSES CLUB IS ABLE TO FUND  
CHARITABLE ENDEAVORS.**

# HANSCOM SPOUSES CLUB

## DONATION REQUEST FORM



*Please complete as thoroughly as possible. Incomplete requests will delay the approval process. The more information you provide, the better we will be able to evaluate your request. You are encouraged to apply well in advance of projected funding date. Incoming requests will be considered each month during our regularly scheduled HSC Board meetings.*

### Organization Information

Organization:

Point of Contact:

Mailing Address:

Phone:

E-mail:

### Donation Request Information

Amount Requested:

Project Budget:

Event Date:

Date Needed:

Check Payable To:

Description of Requesting Organization and Project:

Explain how this project supports our community. Who will benefit and how:

Explain how the money will be spent and prioritize items:

Whom else are you asking for assistance? Include fundraising activities:

***Please attach any supporting documentation that you feel would be helpful to the HSC Welfare Committee during the evaluation process.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Send completed form to:  
2vicepres@hanscomsc.org or by mail:  
Hanscom Spouses Club  
Attn: 2nd Vice President/Donation Request  
75 Grenier Street, Box 8888  
Hanscom AFB, MA 01731

Thanks to our dedicated volunteers at the  
Minuteman Thrift Shop  
in Bldg 1515 on Hanscom AFB,  
the Hanscom Spouses Club is able to  
fund charitable endeavors.