

**ANDREWS SPOUSES' CLUB
REQUEST FOR DONATIONS**

Instructions:

Thank you for applying for charitable funds from the Andrews Spouses' Club.
Please complete the attached form and send it, along with any additional information to:

ASC Charitable Fund
1676 Brookley Ave
Andrews AFB, MD 20762

All forms must be received by the last Tuesday of each month in order to be considered for funding at the board meeting in the following month.

To assist you in your application for funding, please consider the following:

1. FUNDS CANNOT BE GIVEN TO INDIVIDUALS
2. FUNDS CAN ONLY BE GIVEN TO NON-PROFIT ORGANIZATIONS, SCHOOLS, AND MILITARY ORGANIZATIONS
3. SINCE THE ASC OFFERS OUR OWN SCHOLARSHIP AWARDS, FUNDS WILL NO LONGER BE GIVEN TO SPONSOR OTHER SCHOLARSHIP AWARDS/PROGRAMS
4. FUNDS CANNOT BE USED TO PAY FOR OR PURCHASE FOOD

To assist us in evaluating your request, be as specific as possible. Ask for an exact amount of funding. Give us as much information as possible about the program you want us to support. If you are asking for a specific item, or items, give us the exact cost, where it can be purchased, and what it will be used for. If you are asking for more than one item, please list them separately, and in order of importance. (Our funds are limited so we may have to choose which items we are able to support).

Requests will be investigated by the last week of each month. Funding is limited and we are unable to support all requests received, but you will be notified as to the status of your request as soon as it has been considered by the Board.

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Form:

Name of organization: _____

This organization is: Military Civilian (Please circle one)

Mailing Address: _____

Phone Number: _____ Point of Contact: _____

Email Address: _____

Amount Requested: __\$_____

Check Payable to: _____

Purpose of Funding: (Please be as specific as possible. Attach separate sheet if necessary. Attach any necessary documents including order forms, catalogs, item numbers, program description etc.)

Have you requested donations from other organizations? If so, which organizations?

Are there any other sources of funding available to you? What are they?

Number of persons affected by proposed funding: _____

Percent of those persons who are military and/or military family members: _____%

**ALL FORMS MUST BE RECEIVED BY THE LAST TUESDAY OF EACH MONTH
TO BE CONSIDERED AT THE FOLLOWING MONTH'S BOARD MEETING.
ONLY ORIGINAL COPIES – NO FORMS ACCEPTED VIA E-MAIL.**

Forms can be mailed to:
ASC Charitable Fund
1676 Brookley Ave
Andrews AFB, MD 20762

Signature of requestor

Signature of commander/president

The ASC is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.