



## Menomonee Falls Optimist Club Donation Request Form

The Menomonee Falls Optimist Club's motto is **Friend of Youth**. In the spirit of our motto, we are happy to consider donation requests from youth organizations, clubs and events in the Greater Menomonee Falls area.

All requests must be approved by the Menomonee Falls Executive Board at their monthly meeting on the third Tuesday of the month at 7:00 a.m. in the Community Center. All requests over \$1,000 must be presented to the Executive Board in person. Requestors, regardless of amount, are strongly encouraged to make their presentation in person, preferably with kids who will benefit from the donation.

Please fill out the following questionnaire and return to: Club President Lynette Shepherd (llshep4ma@gmail.com) or mail to: Optimist Club of Menomonee Falls, PO Box 671, Menomonee Falls, WI 53052 by 4:00 p.m. the 2<sup>nd</sup> Tuesday of the month.

Below are some of the questions the Executive Board may ask during the presentations. Please provide additional documentation / detail as needed.

\_\_\_\_\_  
Name of your Club, Event, Activity, etc. \_\_\_\_\_  
How funds will be used: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
Email / Phone: \_\_\_\_\_ / \_\_\_\_\_

Check payable to: \_\_\_\_\_

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

Approximate number of participants: \_\_\_\_\_

Have you asked the Optimist Club for donations in the past? Circle YES or NO  
If YES, when and for how much? \_\_\_\_\_

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Total cost of event, activity, etc.	\$ _____
Amount raised from other sources	\$ _____
Amount your group has committed:	\$ _____
Amount requested from the Optimist Club:	\$ _____

Please share contingency plans if you don't get enough funding for your event:

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