



Littleton Police Citizen Academy Alumni Association Donation Request Form

In order to preserve the budget and ensure proper donation of funds while supporting the mission statement of the LPCAAA, these policies were prepared by the Board of Directors as follows:

- No verbal requests for cash donations or unbudgeted expenditures will be accepted.
- LPCAAA alumni members may submit a Request Form on behalf of another organization or project.
- Donations to the LPD will be given only in order to support their work with the community.
- Members of LPD must have the Chief's written approval.

The request must be submitted in writing to the LPCAAA Board for consideration. Submittals must include request originator, recipient, amount of donation or expenditure and rationale for the request. The LPCAAA Board must decide within three (3) business days whether to accept or reject the request and must then communicate the decision to the originator within twenty-four (24) hours. If the request is accepted, it will be announced to the membership during the next scheduled members meeting. An initial rejection by the Board requires no further action.

You can use this form to submit a donation request to the LPCAAA Board

ORIGINATOR NAME: _____

PHONE: (H) _____ (W) _____ (C) _____

EMAIL: _____

DONATION RECIPIENT: _____

DONATION REQUEST DETAILS: _____

REQUESTED AMOUNT: _____

**Give your request to a LPCAAA Board Member or send to LPCAAA
C/O Littleton Police Dept., 2255 W. Berry Ave., Littleton, CO 80120**

Date received _____

BOARD APPROVAL/DENIAL _____ DATE _____

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FOR LPD USE ONLY

ORIGINATOR NAME: _____

PHONE: (H)_____ (W)_____ (C) _____

EMAIL: _____

DONATION RECIPIENT: _____

DONATION REQUEST DETAILS: _____

REQUESTED AMOUNT: _____

Chain of Command Signatures:

Commander Signature _____

Division Chief Signature _____

CHIEF'S APPROVAL/DENIAL _____

Date _____

BOARD APPROVAL/DENIAL _____

Date _____