



# Red Lion Area Educational Foundation

The Foundation has established the following guidelines to assist with donation requests.

- Must be a faculty member, an administrator, a school or extra-curricular group of the Red Lion Area School District.
- All donation requests must be submitted in writing and be approved by the Board of Directors at their monthly meeting. Please submit the written request one week prior to the meeting in order to be added to the meeting agenda. Meetings are held the 2<sup>nd</sup> Monday of every month (no meeting the months of July and December)
- A presentation for the board may be requested before a donation is approved and/or after an event.
- Although we would love to accommodate all requests, submitting a request does not guarantee you will receive a donation. The Foundation is committed to supporting educational opportunities and programs benefiting the district. We reserve the right to only accept requests which we feel meet our objectives and our mission.
- The Red Lion Area Educational Foundation will notify you with the Board's decision regarding your requested donation.
- Please submit flyers created for your event with the donation request form.
- Send all requests to:
  - o Rlaef16@gmail.com
  - o Mail to: PO Box 718, Red Lion, PA 17356

Group/Person Requesting: \_\_\_\_\_ Date: \_\_\_\_\_

School Name: \_\_\_\_\_ Date Needed: \_\_\_\_\_

Advisor's Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_

Amount Requested: \_\_\_\_\_

Detailed explanation how funds will be spent: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will there be advertisement/recognition for the foundation if request is granted? \_\_\_\_\_

Describe advertisement/recognition? \_\_\_\_\_

This requests meets district policy guidelines (Please review the policy for Gifts, Grants, Donations):

Yes \_\_\_\_\_ No \_\_\_\_\_