

**ROTARY CLUB REQUEST TO USE
THE ROTARY DISTRICT 7475 FOUNDATION**

Date

Joe Steiner, Chairman
34 Ridgedale Avenue
Summit NJ 0701-3803

joe@pamjoe.com
Home/Cell – 908-337-9536

Dear Chairman Steiner,

The Board of Directors of the Rotary Club of _____
held a meeting on _____ at which a quorum was present. It was agreed
that we would like to use the services of the Rotary District 7475 Foundation to
process revenues and expenses for our project described below:

The Club hereby authorizes the following individuals to be responsible for all
generated revenues and expenses associated with this project as appropriate.

Enter name, email and phone number

Enter name, email and phone number

Please review the attached application and let me know at your earliest
convenience if this project is approved for participation so we can proceed.

Very truly yours,

Signature

Print name

Title

**ROTARY DISTRICT 7475 FOUNDATION
CLUB APPLICATION FORM**

DATE OF APPLICATION: _____

LEGAL NAME OF ORGANIZATION: _____

PROJECT NAME: _____

ORGANIZATION ADDRESS: _____

PROJECT LEADER: _____

CONTACT INFORMATION: _____

PURPOSE OF FUNDS: _____

APPROXIMATE LENGTH OF PROJECT: _____

START DATE: _____ TARGET END DATE: _____

PERSONS AUTHORIZED TO REQUEST RELEASE OF FUNDS FROM THE ROTARY
DISTRICT 7475 FOUNDATION (NAME, EMAIL, PHONE #) :

1. _____

2. _____

Please include the letter (first page above) authorizing this application to the Rotary District 7475 Foundation for the stated purpose(s) and for the persons named above to act on the club's behalf. The letter must include the names of those authorized persons and must be signed by the club's board chair or authorized individual representing the board. Mail or email the letter and this form to the District 7475 Foundation chair. You will be notified if/when the project is approved.

After approval, project revenues and requisitions for payment are submitted to the Foundation Treasurer (information below). The requisition form is on the website www.rotary7475foundation.org.

QUESTIONS? - Call or email Joe Steiner, Foundation Chair
joe@pamjoe.com - Phone - 908-337-9536

Please do not write below this line

Foundation Board approved the project on :

By: _____

Chairman

Mail checks, payable to Rotary District 7475 Foundation, to Michael Townley, Treasurer

c/o 342 Rahway Avenue, South Plainfield, NJ 07080-3741

michael.townley@rotarynj.org - 908-227-6782