

MERCER AREA CHAMBER OF COMMERCE

REQUEST FOR DONATIONS

Please complete this Donation Request Form when requesting funds from the Mercer Area Chamber of Commerce. This form is a request only and does not guarantee a donation. Written requests must be received by the Chamber Office a minimum (14) business days prior to the need of the request to be fulfilled. We recommend at least 30 business days.

Requests for financial support must:

- Be used in support of events that sustain chamber member businesses.
- Not be used for general operating expenses of an organization.
- Publicly acknowledge the Chamber as providing support for the event.
- Be available to answer questions and/or attend our monthly board meeting.

Failure to complete the required documentation in its entirety may disqualify consideration of your request by the Mercer Chamber of Commerce, Board of Directors.

Today's Date: _____ **Event Date:** _____

Name of Organization: _____

Contact Name: _____

Phone: _____ **E-Mail:** _____

Event Title/Location: _____

Amount of monetary donation/ In-Kind Request: _____

What will the funds be used for: _____

How will this benefit our members & the Mercer Area: _____

How will the Chamber be acknowledged? _____

Is this event for charity or for profit? _____

*If you have a event/program flyer- please provide with request

Date requested donation is needed by: _____

Signature: _____

Name: _____ **Date:** _____

Office Use Only:

Date of Request: _____

Status of Request: _____

Documentation list:

Invoice information:

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Guidelines for preparing detailed documentation for request:

Part I: Prepare Signature Form and Supporting Backup to form:

- A written document containing a detailed narrative of exactly what the funds will be used for if unable to expand on donation form as well as an event/program poster must accompany the signed Request for Donation Form.
- All documents must be received by the Chamber Director at least (14) business days prior to the need of the request to be fulfilled. We recommend 30 business days.
- The Chamber has the right to request you to attend our monthly board meeting to discuss or provide a presentation for request.
- Indicate how event will be of benefit to Chamber business members and the Mercer Area.
- Identify how the chamber will be acknowledged/promoted for its financial support.
- The Director will communicate the Board's decision on your request following the meeting.

Part II. Donation Approval Procedures:

If the Board approves a monetary donation, please follow the procedures noted below:

- Applicant shall provide/send an invoice requesting the approved financial donation.
- Attached to the invoice, shall be copies of all supporting documentation (receipts/Ad copies).

Mail the invoice(s) with supporting documentation to:
Mercer Area Chamber of Commerce
Attn: Donation Approval Process
5150N Hwy 51
Mercer WI 54547
Or email to info@mercerc.com

Should the Director have any questions about the invoice or supporting receipts you submit for reimbursement, you will be contacted for further assistance in this approval process.

The Check will be mailed directly to the vendor or the applicant, depending on what is agreed between the requestor and Mercer Area Chamber of Chamber. This step will complete the process.

*Please make sure your contact name, phone number and mailing address is correct on all forms, and invoices that you submit to the Mercer Area Chamber Office.



**MERCER AREA
CHAMBER OF COMMERCE**
715.476.2389
INFO@MERCERCC.COM
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