



Donation Request Form

Purpose

BUECI’s Policy 570, Sponsoring Community and Affiliation Activities (“donation policy”), sets forth the purpose of BUECI’s donations and sponsorships. Donations are primarily granted in support of events and activities benefiting the youth of the local community and given to individuals and non-profit organizations. BUECI’s complete Donation Policy is available to members for review upon request.

Requirements

All donation requests are required to provide:

- ✓ a completed donation request form (must be received by the 2nd Friday of each month)
- ✓ relevant support for the request (a budget, letter, or invitation)
- ✓ a representative present at the board meeting

Additionally, nonprofit organizations are required to provide:

- ✓ an IRS determination letter to demonstrate 501(c)(3) non-profit status and an IRS Form W-9

Amount

It is BUECI’s goal to provide the maximum benefit to the greatest number of members in the community we serve. For that reason, organizational and individual requests are limited to dollar amounts as listed below.

Donation Request Type

Identify the description below that most closely matches your event or activity and check the corresponding box.

Individual Request Types

	Maximum Amount	Check the box
<input type="checkbox"/> Youth activities: to attend or participate in events or activities by invitation, which represent an athletic, educational, cultural or other learning activity <i>Note: For the same event/activity, the organization or the individual may request a donation – not both. Youth include participants age 18 or under who have not graduated from high school.</i>	\$500	<input type="checkbox"/>
<input type="checkbox"/> Adult activities: to attend or participate in events by invitation as representatives of the community		<input type="checkbox"/>
<input type="checkbox"/> Maximum amount waiver – with unanimous vote of the board members present at the meeting	Up to \$1,000	<input type="checkbox"/>

Organizational Request Types

	Maximum Amount	Check the box
<input type="checkbox"/> School district related (such as groups and teams) <input type="checkbox"/> Non-school district related benefiting primarily Barrow youth, <i>occurring in Barrow</i> <input type="checkbox"/> Public-service related and <i>occurring in Barrow</i>	\$2,000	<input type="checkbox"/>
<input type="checkbox"/> Non-school district related benefiting primarily Barrow youth, <i>occurring outside of Barrow</i> <input type="checkbox"/> Public-service related and <i>occurring outside of Barrow</i> <input type="checkbox"/> Other: related to life, health and safety services for Barrow, or promoting Arctic Science	\$1,500	<input type="checkbox"/>
<input type="checkbox"/> Community service or cultural related <i>Up to \$1,000 at the General Manager’s discretion (max. \$3,000 budget per year)</i>	\$1,000	<input type="checkbox"/>
<input type="checkbox"/> Maximum amount waiver – with unanimous vote of the board members present at the meeting	Up to \$5,000	<input type="checkbox"/>

REQUEST TYPE							
Requestor is an		ORGANIZATION <input type="checkbox"/>			INDIVIDUAL <input type="checkbox"/>		
INDIVIDUAL REQUESTS ONLY, ADDITIONAL INFORMATION							
Name of individual				Telephone			
Name of individual's parent or legal guardian*				Telephone			
Address			Email				
Are you a high school graduate or over 18 years old?		YES <input type="checkbox"/>	NO <input type="checkbox"/>				
*If the individual requesting a donation is a youth (not yet a high school graduate), a parent or legal guardian who is a BUECI member must sponsor the donation request.							
ORGANIZATIONAL REQUESTS ONLY, ADDITIONAL INFORMATION							
Name of organization							
Name of requestor				Telephone			
Address			Email				
Name of the organization's top executive / president							
Is the organization a non-profit, registered and in good standing with the IRS?							
Federal EIN#			IRS Form W-9 and IRS determination letter attached		<input type="checkbox"/>		
GENERAL INFORMATION							
Name of activity or event							
Date of activity or event							
Organization hosting activity or event, or extending invitation							
Location of activity or event							
How will the participants, BUECI's members, benefit?							
How many youth, adults, and/or elders are involved?		# Youth		# Adults		# Elders	

Describe how the nature of the activity or event relates to one of the following qualifying categories: <input type="checkbox"/> athletic <input type="checkbox"/> educational or other learning experience <input type="checkbox"/> cultural/promoting Inupiat heritage <input type="checkbox"/> relating to life, safety, or health <input type="checkbox"/> promoting arctic science	
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FINANCIAL INFORMATION

What is the total budget for the activity or event? Note: See sample budget form. Attach additional information if necessary.	
Describe the fundraising activities and efforts. How much will be collected in donations and fundraising? List all donations received from other organizations including the organization making the donation and the amount.	
What is the amount of your donation request to BUECI? Note: See check box on cover page.	<input type="checkbox"/> \$2,000 <input type="checkbox"/> \$1,500 <input type="checkbox"/> \$1,000 <input type="checkbox"/> \$500 <input type="checkbox"/> \$250 <input type="checkbox"/> Other: _____
How would the donation be used? Note: Requests must be for specific activities or events. Per policy, requests for general organizational support will not be granted.	

OFFICE USE ONLY

Prior year donations received, if any		Current year donations already received, if any	
Verification of good standing with the IRS completed?			
If an individual request is for a youth, is the adult sponsor a BUECI member?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	IRS determination letter and IRS Form W-9 attached? YES <input type="checkbox"/> NO <input type="checkbox"/>
Board approved?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date / / Amount GL 426.1 \$

Thank you for your request!

BUECI strives to build strong community relations and provides approximately \$70,000 in donations and scholarships to the local community annually. BUECI is proud to serve Barrow and to support organizations and individuals who are pursuing athletic, educational, and cultural goals. We look forward to working with you to enhance the lives of BUECI members!