



DAVIS-MONTHAN SPOUSES' CLUB CHARITABLE REQUEST FORM

Organization: _____

POC: _____

Phone: _____ Email: _____

Mailing Address: _____

Payable to: _____ Federal Tax ID Number (if applicable): _____

How will the funds be used (be as detailed as possible):

Total Cost of Project or Event: _____ Number of Individuals Impacted by these Funds: _____

What % are Military or Military Family Members? _____ Date of the Event: _____

What other sources of funding have been received for the project/event: _____

Proper authorization on each request must be obtained.

If the request is from a NAF Facility/Squadron/Clinic/Organization, we require a signature from a Commander, President or Scout Leader. If the request is from a school or PTO, the Principal's signature is required.

If the request is approved, receipts for expenses may be required.

ALL REQUESTS MUST BE RECEIVED BY THE 1st OF THE MONTH.

Signature: _____ Title: _____ Date: _____

Mail to: DMSC Charitable Chair, PO Box 15280, DMAFB, AZ OR
85708 Email Completed and SIGNED form to:

charitable@davismonthansc.org

Our tax i.d. number is 95-3511957. This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status.

GUIDELINES FOR SUBMITTING REQUESTS TO DMSC

1. Please fill out the form as completely as possible. Additional information may be added on a second page. The document may be mailed or e-mailed. Form must be signed.
2. The DMSC Executive and Governing Board meet the second Thursday of the month. By submitting your request by the first of the month, the Charitable Chair has time to review the request and to prepare it to present to the Board. All requests will be reviewed by the DMSC Board at their meeting. You will be notified of the Board decision within two weeks of the meeting.
3. The DMSC Board does not meet in June, July and August. Requests received after the 1st of May will be reviewed at the September Board meeting.
4. The DMSC financial board year is from June 1-May 31. Our Charitable income varies from year to year. Our Thrift Store is our primary source of Charitable income. Please donate items to and shop at our Thrift Store, located at 5950 E Quijota Blvd Bldg 6040 on Davis-Monthan AFB.
5. Information that DMSC considers when reviewing requests:
 - a) How many people will this benefit?
 - b) How will the money benefit the Davis-Monthan AFB community? The local Tucson community? The Air Force community?
 - c) What are the long term benefits of this donation?
 - d) What additional efforts have been made to raise funds?
 - e) Does your organization have other means of support?
6. Please prioritize your needs if you have some items you need more urgently than others. This allows us to fund part of a request if we cannot fund the entire request.
7. The DMSC is a charitable organization and can only support charitable and educational endeavors pursuant to IRS 501(c)(3). We cannot pay for costs associated with food, beverages, labor, childcare, nor prizes.
8. School requests must be signed by the Principal. Scout requests must be signed by the Troop/Pack Leader. Military-affiliated organizations must be signed by the Commander.
9. Funds cannot be granted to individuals.

PLEASE EMAIL ADDITIONAL QUESTIONS TO: charitable@davismonthansc.org