



SERTOMA Club of North Augusta

Service to Mankind

September 1, 2013

To Whom It May Concern:

SUBJECT: Procedure regarding donations from the Sertoma Club of North Augusta

Our club is dedicated to fund raising and making donations to worthy causes within our community. To insure all requests are reviewed and acted upon in a timely and equitable manner, the Board of Directors of the Sertoma Club of North Augusta has established the following procedures for any group requesting financial assistance.

1. All requests for donations must be made in writing and mailed to: The Sertoma Club of North Augusta, P.O. Box 6184, North Augusta, SC 29861. Requests should state the purpose for the donation, the date when funds are needed and the amount requested.
2. Request for funds can only be approved for Groups with a 501 c(3) status with the IRS.
3. To allow our Board adequate time to evaluate and determine funding status, all requests must be received at our Post Office Box no less than thirty (30) days before the date that funds are needed.

Failure to follow the above requirements will result in your request to be declined.

Thank you for your interest in Sertoma,

Sincerely,

Board of Directors
Sertoma Club of North Augusta