

LANGLEY OFFICERS SPOUSES CLUB CHARITABLE REQUEST FORM

Organization: _____ POC: _____

Location: _____ Phone: _____

Mailing Address: _____ Email: _____

Requested Amount: _____ Date Funds Needed By: _____

Payable To (If other than above organization, please explain): _____

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Funds to be used for (be as detailed as possible): _____

Total Cost of Project: _____

Signature

Title

Date

Email completed form to langleyosc@gmail.com and put in subject line: **LOSC Charitable Committee**

Tips for submission:

- Please be as detailed as possible with your request.
- The governing board meets the first Thursday of each month. Requests must be submitted by the Thursday prior to our meeting in order to allow adequate time for research.
- Additional information will be requested via the email listed on your application. Please be sure to choose an email you check regularly so that your request may be processed in a timely manner.

LANGLEY OFFICERS SPOUSES CLUB CHARITABLE PROGRAM

- The LOSC Charitable account exists to distribute funds earned from events and donations to the local base community.
- Requests for funds should be submitted via email using the LOSC charitable request form.
- Approval/Denial of requests is the responsibility of the LOSC Governing Board.
- Organizations will be notified of the status of their request within 3 working days of the LOSC board meeting. (Board meetings are the first Thursday of the month)
- Organizations receiving LOSC funds must be used as approved in the initial request.
- After money has been given and the event is complete, please send documentation or receipt of the funds. Additionally, please include pictures of the event as we may feature it in our newsletter.
- For more information please email langleyosc@gmail.com and address it to LOSC Charitable Committee.