



Donation Request

Order Form

2015-2016

Please read the instructions and processes on the back before completing this section.

Name of Event: _____ Date of Event: _____

Member Name: _____ email: _____

Phone #: _____ Type of donation requested: Over \$1000 Under \$1000 Promotional Items

Briefly explain your participation with the event/society and why you think this is a positive opportunity for your union to become involved in. If you are seeking financial support what will the monies be used for :

Would you like to see a representative of the organization attend to assist/volunteer? _____

Financial Support

Amount \$ _____ Cheque payable to: _____

Promotional Material Support

Please use the space below to give examples of the types of promotional material you have used in the past or would prefer to receive. This will help us to identify if/how we can help you.

For Office use only:

Date of event: _____ Member Contact: _____

Authorization: _____ GL: _____ Class: _____

Reference #: donation (date)

MAHCP Donation Request Form Information

Background

Your MAHCP Executive Council, through its Communications Committee and staff, undertook a project to streamline the way requests for donations and promotional materials, also known as “swag,” are handled. The result is a new Donation Request Order Form now available for all members in good standing to print and submit to the MAHCP Executive Council. This form can also be used to request the aid of MAHCP volunteers for charity events. Examples of when this Donation Request Form could be used: requests of sponsorship for professional association conference and/or AGM coffee breaks; requests for charitable events such as runs/walks or fundraising dinners; and requests of swag to give away at events. Please make sure to read criteria below before completing the other side of this form.

PLEASE NOTE: These donations are for events, not people. Any monetary requests for MAHCP members’ educational opportunities must be made to the **MAHCP Professional Development Fund**. The Donation Request Form **is not meant** for recouping costs of taking courses, nor attending conferences. The Donation Request Form **is meant** for charitable events.

Criteria

MAHCP will endeavour to take all donation requests from members in good standing under consideration.

MAHCP also reserves the right to ask for more details on the event and to deliver a donation that may be different than what was requested, as the donations budget fluctuates year-to-year and is dependent on requests.

Please fill out the form on the back page in its entirety. Once received, the donation request will be considered by the appropriate MAHCP committees and/or executive board members.

A final decision on a donation request will be made as quickly as this process allows, as donations for more than \$1,000 will be reviewed by several committees and the entire executive board, which does not meet every month. If your request is for more than \$1,000, please make your request at least 60 days in advance of the event date.

Recipients of the donations must consent to have their names and photos of the event placed in the MAHCP newsletter, if space permits, and on the website/Facebook page.

Donation requests are for future – not past – events, therefore are not retroactive.