CHARITABLE DONATIONS POLICY

Lititz Lions Club is committed to supporting causes that improve the quality of life for the residents of Lititz and Lancaster County. The Club frequently makes donations of cash, or services to local schools, civic groups and church groups in the communities it serves.

All parties requesting financial support from the Club must complete a Charitable Donation Request form. The completed form should fully explain the nature of the contribution being sought and include all requested documentation. The Charitable Donation Request form is available on the Clubs website; all required documentation should be submitted to the Lititz Lions Club following the directions provided below.

**Contributions Policy**

* Requests should be submitted at least 30 days prior to the event to give proper time to evaluate the request.
* Complete proposals include a description of the organization, its mission and major accomplishments, and a list of current board members and key staff.
* Nonprofit organizations should submit their tax-exempt letters from the Internal Revenue Service with their contribution requests.
* Complete proposals will be considered monthly by the Lititz Lions Club Board.
* Incomplete proposals or those with deadlines within 30 days of submission may not be considered.

**Preferential consideration is generally given to requests where the following apply:**

* The recipient is a local community organization in Lititz/ Lancaster County
* Money donated will be spent in Lititz/ Lancaster County
* Money donated will directly benefit the residents of Lititz/ Lancaster County
* Money donated will benefit a significant group of people (as opposed to a single person).
* Requests for volunteers for events benefiting Lititz/ Lancaster County

**Completed Charitable Donation Request applications and supporting documentation may be submitted by mail or email:**

Lititz Lions Club

Attn: Lions Club Board

P.O.Box 165

Lititz, PA 17543

Email: **lititzlions@gmail.com**

Please direct questions regarding Lititz Lions Club Charitable Donations Policy to Tracy Hickey at (484) 477-7971 or email [hickey2@gmail.com](hickey2%40gmail.com).