



*MAXWELL GUNTER  
OFFICERS' SPOUSES' CLUB*  
Service, Support and Friendship

[www.mgosc.info](http://www.mgosc.info)

**CHARITABLE REQUEST FORM**

Name of Organization: \_\_\_\_\_

POC Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Requested Amount of Funds: \_\_\_\_\_ Total Cost of Project or Event: \_\_\_\_\_

Date Funds Needed By: \_\_\_\_\_

Are you a 501(c)(3) organization? \_\_\_\_\_ Tax ID# \_\_\_\_\_

Do you have a Combined Federal Campaign number? \_\_\_\_\_ CFC # \_\_\_\_\_

Is your organization/agency chartered on Maxwell/Gunter AFB as a private organization? \_\_\_\_\_

Should MGOSC identify your organization as a recipient of Charitable Funds, to whom\* should the check be payable?

\_\_\_\_\_

\* Checks cannot be made payable to an individual.

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Requested funds will be used for the following (be as detailed as possible and use additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What other means of fundraising does your organization utilize? (Corporate events/sponsors, mass mailings, United Way, CFC) \_\_\_\_\_

Fundraisers to Date (Event and amount received during fiscal year and/or for this event):  
\_\_\_\_\_  
\_\_\_\_\_

Funds requested from other organizations (source and amount requested and received):  
\_\_\_\_\_  
\_\_\_\_\_

Number of Individuals who will benefit from these funds: \_\_\_\_\_

Percentage of Military and/or Number of Military Members/Spouses or Families who will Benefit:

\_\_\_\_\_  
\_\_\_\_\_

How will these funds benefit the military or surrounding community? \_\_\_\_\_

What is the long-term benefit of this donation? \_\_\_\_\_

If approved, is your organization willing to pick up the check at a MGOSC Board meeting, General Membership meeting or at our Thrift Shop so that we may both have a photo opportunity? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature Title Date

RETURN THIS FORM BY MAIL TO:

**MAXWELL-GUNTER OFFICERS SPOUSES CLUB (MGOSC)**

**MAXWELL AIR FORCE BASE, AL 36112**

or send via email to:

[mgosc.charitable@gmail.com](mailto:mgosc.charitable@gmail.com)

Requests should be made **no later than** 30 days before funds are needed.

All requests must be received by April 28, 2018.

**The MGOSC is dedicated to assisting various organizations by offering financial support through charitable donations. These funds are generated through MGOSC's Thrift Shop located at Building 851, 206 West Selfridge Street on Maxwell AFB.**

## Tips for Submitting Welfare Requests

1. Please fill out the form as completely as possible. Additional justification/information may be added to a blank second page. Be very specific. This document may be filled out electronically and then emailed. Signatures must still be included. We may call or email and request additional information or clarification from you before making our final decision.
2. Written requests should be received by the MGOSC Charitable committee no later than 30 days prior to the date funds are needed.
3. The MGOSC Charitable Committee typically meets on the second Tuesday of the month and the Board of Governors meets on the second Thursday of the month. Requests will only be considered during these meetings each month. Unbudgeted requests over \$500 also require MGOSC Membership approval. Checks should be cut within one week after the board meeting or General Membership meeting if the request is approved.
5. The MGOSC typically does not pay for requests associated with door prizes, providing food/beverage or childcare.
6. Requests from teachers must be signed by the Principal and a request for money from the corresponding PTA must have been made prior to requesting from MGOSC. Proof of PTA payout or rejection must also be annotated in the request.
7. Please email additional questions to [mgosc.charitable@gmail.com](mailto:mgosc.charitable@gmail.com)
8. If your request is approved, your POC will be contacted by the MGOSC Charitable Chairperson.