CONWAY QUILT GUILD

CHARITY, PROJECT OR SPECIAL EVENT REQUEST FORM

TODAY'S DATE: _____

YOUR NAME: _____

c Charity c Project c Special Event

<u>Please provide a detailed description taking into consideration the questions below:</u>

1. **How did you learn of this need?**
2. **If Charity, provide name and address and what they need.**
3. **Description of guild's involvement and what is needed (resources, meeting space, fabric, labor, deliveries…)?**
4. **How will the guild benefit from this endeavor?**
5. **When is the prospective donation needed or time frame of project/event?**
6. **Is this a recurring need? If so, what is the frequency? Who will "chair" this endeavor going forward? Should continuance of this endeavor be reviewed annually?**
7. **How will YOU help with this process?**
8. **Estimated Price (Is this a one-time cost or will there be ongoing costs)?**

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c APPROVED c DENIED

REASON: _____

DATE NOMINATOR NOTIFIED OF STATUS: _____

BOARD COMMITTEE SIGNATURES: _____

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