

Date

TO:

RE: Charitable Donation Agreement

The VCRA selection committee has selected _____ to receive a donation in the amount of \$ _____ from the VCRA 2017 annual charity fund. This amount will fully fund the _____ program

We do have some requirements that we ask all recipients to comply with, as it helps us in our future fundraising efforts, as well as meet the requirements of the IRS 501C3 donation reports we must file.

1. Provide a photo to VCRA of the presentation of the “donation check”. A “big check”, for photo op, as shown on our website from previous donation presentations, to be provided by you, as well as the photos. Photo and reference to VCRA donation to be posted on your web site for a period of six months.
2. Notify local news media of the date, time of donation presentation and request coverage. Provide VCRA with copies and post any news releases on your web site.
3. Provide VCRA a formal letter of “Receipt of Donation”, indicating the amount, within ten days of receipt of funds (required by IRS for our tax returns)
4. Provide VCRA with paid receipts of all purchases of equipment and goods described in the “Funding Needs” request within 120 days.
5. Provide VCRA with proof of your 501C3 status (if applicable)

By signature, I agree to the terms above.

Rex Gardner, Founder / Director VCRA

Recipient

Date _____

Date _____