



Charity Request Form

GUIDELINES

1. Incomplete charity request forms will not be processed. Please allow 4-6 weeks for processing during monthly board meetings; emergency needs will be processed as need merits. Email any questions to welfaretreasurersgsc@gmail.com.
2. Please attach any supporting documents detailing the purpose of your request, including program descriptions, order forms, catalogs, item numbers, or pamphlets.
3. GSC does not support lobby or political groups; it will consider local chapters of national military/children's organizations if the request will impact locally.
4. GSC welfare funds must be used for requested purpose; any excess funds must be returned to the GSC. Funds given to organizations may not be used for personal gifts, door prizes, or meals.
5. Request forms may be emailed to the above address, provided required signatures are included. Forms may also be mailed (however, please email to let us know that you placed a request form in the mail).
Send to: **Goodfellow Spouses' Club**
c/o Charity Chair
PO Box 44199
Goodfellow AFB, TX 76908
6. If a monetary request has been granted, itemized receipts must be submitted no later than 30 days after granted date. Failure to do so may result in denial of any future applications.

APPLICANT INFORMATION

Organization Name	This Organization Is	Military	Civilian
Point of Contact	POC Phone Number		
POC Title	POC Email Address		
Mailing Address	City, State, Zip Code		
Amount Requested	Date Funds Are Needed		
Total Event / Project Cost	If Approved, Check Payable to		
Please note: checks may only be written to an organization, not a specific person.			

REQUEST DETAILS

<p>Purpose of funding. Describe the purpose of your request and provide an itemized list of how funds will be spent. Be specific.</p>	
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Other funding received. List fundraising, corporate events, sponsorship, grants, etc. If none, explain why.	
Number of persons who will benefit from funds given:	
Percentage of those persons who are military or military family members:	
If approved, how will this donation benefit the military and/or surrounding community?	
What is the long-term benefit of this donation?	
What is the impact if your charity request is not approved?	

PREVIOUS GSC FUNDING

Have you previously applied for GSC charity funds? If so, please list the purpose, date applied, and how much you received.	
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FOR SCHOOLS

All requests submitted on behalf of any school must have prior approval from the principal.	
Name of School	
Name of Principal	
Signature	
Date	

FOR INTERNAL USE ONLY: TO BE COMPLETED BY GSC

Date Received	Approved/Denied
Award Date	Check Number
Additional Date	Additional Check Number



GSC IS A PRIVATE ORGANIZATION. IT IS NOT A DEPARTMENT OF DEFENSE ORGANIZATION OR ANY OF IT'S COMPONENTS AND IT HAS NO GOVERNMENTAL STANDING. FORM UPDATED NOVEMBER 2012.

P.O. Box 44199, Goodfellow AFB, Texas 76908 • goodfellowspouses.org