



Operations Manual

Governed By: CEO Foundation	Effective Date: 07/01/2013
Procedure: Donation & Solicitation Requests	Updated Last:
Purpose: To ensure that requests are consistent with CEO's mission and are made in an appropriate manner	
Refer to Policy #:	

Summary:

If you wish to ask a vendor or business in the community for a donation or gift for your program, please follow these guidelines:

- **All donation requests should be cleared by the Foundation Development Specialist, or in his/her absence the Planning and Evaluation Director.**

Small Donation Requests

(Any items valued between of \$0 to \$500)

- (1) Contact the Foundation Development Specialist with your desired request, who will then determine the appropriate person to contact the vendor or business. This is to ensure the agency is not duplicating efforts or overwhelming our community partners. Please be sure to include any time constraints or deadlines for submitted requests.
- (2) If you have been tasked with contacting a prospective donor and would like assistance with making the request, please contact the Foundation Development Specialist. CEO's Communications Department realizes that not everyone is comfortable asking for donations or gifts and will help you prepare as much as possible.
- (3) Once you have made the request, please contact the Specialist with the outcome. If you encounter a problem or have questions, please contact the Specialist.

Large Donation Requests

(Any items valued at \$500 or greater)

- Please submit a detailed email to the Foundation Development Specialist with your specific request and follow up with a phone call to clarify your request. Again, the Specialist will determine the proper person to make the ask. Please follow steps (2) and (3) outlined above, under *Small Donation Requests*.



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Program or Site:	Effective Date:
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Summary: