

**Charitable Requests
Knights of Columbus, Council 6189**

Check # _____

Date _____

Submitter: _____

Name of Recipient _____

Background _____

Amount Requested \$ _____

To Whom the Check is to be made out: _____

Delivery of the Check:

Delivered by Requestor (Yes) (No)

Or

Mail to: _____

Amount Approved: \$ _____

Passed On: _____ Amount \$ _____

Check Number: _____ Date _____

In order to for the Charity Committee to make a sound and fair determination of a charity request the following guidelines shall be followed. * Requests forms must be **completely filled out** ; this includes name of requester, name of charity*, amount, charity's address and method of delivery. * The member (or his designee) **must present** the request to the charity committee and be prepared to answer any questions from the committee that may assist the committee in making a responsible and fair decision.

Requests are not to be placed in any folder or receptacle. * Upon approval of the request from the council membership, the checks will be signed at the conclusion of the Council meeting and it is the responsibility of the person who made the request to see that the check is delivered in the manner as stated on the request form.

Charitable Request Form

T. J. Hoof

06/16/2011 (revised)