



Before you begin

Use this form to request a donation, event sponsorship, or in-kind support from the Rotary Club of Monroe. Submitting this form does not guarantee support. Please provide the exact amount or item requested from Monroe Rotary.

1 Requester and organization

Primary contact name

Organization name

Email address

Phone number

Mailing address

Website

Federal EIN (if applicable)

Nonprofit status / fiscal sponsor

Type of request

☐ Donation ☐ Sponsorship ☐ In-kind goods or services ☐ Other

2 Request at a glance

Program, project, event, or campaign name

Event or need-by date

Location

Deadline for Rotary to make a decision or provide support



3 Purpose and community impact

What is the purpose of this request? What will the support make possible?

Who will benefit, and how?

Approximate number of people who will benefit

Primary community or service area

How does this request benefit Monroe or align with Rotary service priorities?

4 What are you requesting from the Rotary Club of Monroe?

Exact cash amount requested from Monroe Rotary (enter \$0 if requesting only in-kind support)

\$

Describe any specific in-kind goods or services requested from Monroe Rotary

Exactly how will Monroe Rotary support be used?



5 Budget and other support

Total budget for the program, project, event, or campaign

\$

List other confirmed or pending funders, sponsors, or in-kind partners and amounts

6 Sponsorship benefits (complete if applicable)

Recognition or benefits offered to Monroe Rotary (check all that apply)

- ☐ Logo placement ☐ Event signage ☐ Website / social media ☐ Tickets / table
- ☐ Speaking opportunity ☐ Other

Describe sponsorship recognition, deadlines, file requirements, and estimated audience reach

7 Request history and follow-up

Has your organization requested or received support from Monroe Rotary before?

- ☐ Yes ☐ No ☐ Unsure

How will you acknowledge the support and share results with Monroe Rotary?

8 Submission

Please download, complete, and send your finished form to rotaryofmonroe@gmail.com with the subject line: Donation or Sponsorship Request.

Please allow 2 weeks for a response. The club may request additional information before making a decision.