



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **DONATION AND FACILITY USE REQUEST POLICY AND PROCEDURES**

*Please read carefully before submitting a request.* At the Y, strengthening community is our cause and we are dedicated to building healthy, confident, connected, and secure children, adults, families, and communities. As a non-profit organization, the Y depends on generous support from individuals and businesses throughout the community to achieve its mission. Thanks to this generosity, the Y provides nearly \$300,000 each year in membership assistance and program scholarships.

Additionally, we strive to support other organizations committed to similar goals which are performing community service in Siouxland by making our resources or facilities available when possible. The extraordinarily large number of requests received each year means the Y is unable to meet all requests and so the following policies and procedures have been established in order to assist as many as possible.

### **ELIGIBILITY**

The Y normally donates only to other 501(c)(3) non-profit organizations or organizations working to raise funds for a 501(c)(3) non-profit organization. The Y does not donate to individuals or groups raising money for individuals.

Priority is generally given to other United Way agencies and non-profit organizations with a focus on community health and wellbeing.

### **TYPES OF DONATIONS**

The Y is unable to make cash contributions. The Y will contribute limited memberships and services, such as one-month memberships, program registrations, birthday parties, etc. The Y may also grant facility usage to groups performing community service in our community, based on availability.

### **RESTRICTIONS**

All donations made by the Y are intended for the sole benefit of the non-profit organization to or for which the donation was made. The resale or repurposing of any donation by the organization or the winner of such a donation is strictly prohibited without the prior approval of the Y and will nullify the donation.

### **MAKING A REQUEST**

A request form should be completed and submitted at least 15 business days prior to the event or fundraiser. Request for facility use should be submitted as early as possible. Incomplete forms may not be considered. Please include any printed material or information that documents the event or activity.

### **NOTIFICATION**

Generally, you will receive notification regarding your donation request within two weeks of receipt of your request. Please do not call unless more than two weeks have passed without notification.

### **INFORMATION**

For more information, please contact the Y's Development Director at [donations@nwsymca.org](mailto:donations@nwsymca.org) or 402-404-8439.



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**REQUEST FOR DONATION OR FACILITY USE**  
*(Attach official event flier/information.)*

Name of group: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

Description of event/charitable purpose/community service: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date / Time / Location: \_\_\_\_\_

Benefit / Proceeds go to: \_\_\_\_\_

\_\_\_\_\_

Has the YMCA donated to this event / organization in the past?  Yes  No

If yes, what / when? \_\_\_\_\_

What type of donation / facility use are you seeking? \_\_\_\_\_

\_\_\_\_\_

**\* \* \* \* \* FOR OFFICE USE ONLY \* \* \* \* \***

Donation  GRANTED \_\_\_\_\_

DENIED By: \_\_\_\_\_ Date: \_\_\_\_\_

Group Notified: (date) \_\_\_\_\_ By: \_\_\_\_\_