

Eureka County Recreation Board
Request Form

Date: _____ Date of Event: _____

Name of Organization: _____

Has Board donated to you in the past? Yes No

Contact Person(s): _____

Phone: _____ Address: _____

Donation Request Purpose: _____

Amount Needed for the Event: \$ _____ Amount Requested: \$ _____

(Please include event budget with Request Form)

Describe Who/What will benefit from the donation: _____

Will the event bring economic stimulus to the community? If yes, in what manner?

Please describe any other donations already received: _____

Signed: _____ Title: _____

Print Name: _____

Please bring five (5) copies of this form to the meeting. After event please attend the next scheduled Recreation Board meeting to present an expense report.

Rec Board Guidelines:

Purchases of goods and services should be made locally if said goods and/or services are available locally and at a relatively competitive price. (The intention is to keep donated dollars in the local community and support local businesses)

Requestors should be prepared to discuss the following when requesting a rec board donation

- Estimated number of total attendees

- Estimated number of attendees that will travel to Eureka for the event

- If this is a recurring event, how many attendees attending the last event

- How are you marketing your event and how do you plan to maintain or grow the number of attendees?

Requestor should provide the following when submitting receipts

- Number of attendees/participants

- Estimated Gross Proceeds from event and how monies are applied to reduce overall cost/profit (The intention is to measure success of an event and to allow rec board to track the growth of annual events)

Develop list of donation recipients and status of receipt compliance so we can monitor (spreadsheet attached)

Expenses for alcohol are not reimbursable. Any receipts submitted with alcohol as a line item will not be reimbursed.

Requestors should itemize amount of donations received from other parties on the Donations Request Form to the Rec Board.

After the conclusion of a Rec Board funded event/project, requestor will come to the next scheduled Rec Board meeting to provide an update to the board providing the information initially requested in items 1,2,4 & 6 listed above