



## **The Junior Woman's Club of Ramsey**

### **Sweetheart Casino Night Donation Guidelines**

The Junior Woman's Club of Ramsey ("JWCR") is proud to contribute to a variety of Ramsey organizations and charitable causes that serve to improve our community. In order to assist as many organizations as possible in an efficient and cost-effective manner, we ask that you please follow the guidelines below when requesting donations.

Profits from The Junior Woman's Club of Ramsey's 2010 Sweetheart Casino Night will only be donated to causes that directly benefit the Ramsey community.

Organizations requesting donations from JWCR must be non-profit and demonstrate need.

Donations from JWCR can only be used for non-partisan causes.

Organizations requesting donations from JWCR must adhere to the application process and submit all necessary paperwork prior to stated deadlines.

Submission of an application for a donation does not guarantee that a donation will be made.

Receipt of a previous donation from JWCR does not guarantee that a new donation will be made.

JWCR will determine the amount of the donation and cannot guarantee that the entire amount requested will be provided.



## **The Junior Woman's Club of Ramsey**

### **Sweetheart Casino Night Profit Donation Process**

Form a Casino Night Donations Committee that includes the chairpersons of Casino Night.

Inform JWCR committee chairpersons that they may submit Donation Request Forms for any proposed project intended to benefit the Ramsey community that may require funding. Obtain input from JWCR Executive Committee regarding all internal requests for donations.

Identify charitable and civic organizations in Ramsey that may require donations by soliciting input from the general JWCR membership and by posting Donation Guidelines and Donation Request Form on JWCR website by November 1st. Publicize donation policy (i.e., that we are soliciting requests for donations) in local papers.

Send Donation Request Form and a letter explaining the change in donation procedure to all organizations that previously received donations from Casino Night proceeds by November 1, 2009.

Receive all Donation Request Forms by January 15, 2010.

Review and prioritize all donation requests in light of Casino Night 2010 profits. Allocate funds and mail distribution checks in a timely fashion.



**The Junior Woman's Club of Ramsey (JWCR) Casino Night Donation Request Form**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Contact E-mail: \_\_\_\_\_

Reason for donation request (what the donation will be used for): \_\_\_\_\_

Who will benefit from the donation? \_\_\_\_\_

Amount of donation requested, if applicable: \_\_\_\_\_

If the requested donation is to be used for a purchase, what is the cost of the item or items? If you receive a donation from JWCR that does not cover the entire purchase price, will you continue with the purchase/project? If so, how? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please explain your timeline for use of the donation: \_\_\_\_\_  
\_\_\_\_\_

If the purchase/project were halted, what would you do with the donated funds? \_\_\_\_\_  
\_\_\_\_\_

Please attach a cost analysis for the purchase/project.

Donation History (if applicable):

Amount, if any, received by your organization from JWCR last year: \$\_\_\_\_\_. Please explain how those funds were used. Provide a receipt, photo or other paperwork showing the use of the funds. \_\_\_\_\_  
\_\_\_\_\_

Please continue your answers on a separate sheet if necessary.

Requests for donations are due on or before January 15, 2010 and should be mailed to: The Junior Woman's Club of Ramsey, Attn: Casino Night Donations, P.O. Box 105, Ramsey, New Jersey, 07446. Please contact Laura Genovese Behrmann at 201-341-1243 (cell) or 201-236-3140 (home) if you have any questions. Thank you.



October 15, 2009

(address)

Dear Sir or Madam:

The Junior Woman's Club of Ramsey has a proud tradition of supporting charitable causes both within and outside the Ramsey community. We have conducted very successful Sweetheart Casino Night fundraisers for the past four years. It has always been our policy to return all proceeds from that event directly to the Ramsey community. To that end, we have donated over \$75,000 to Ramsey organizations.

Our next Sweetheart Casino Night is scheduled for Saturday, February 6, 2010. In an effort to improve the efficiency of our donation process and to maximize the impact of our monetary donations we have implemented new donation guidelines which are enclosed for your convenience. **Any organization wishing to receive a donation must complete and return a Donation Request Form by January 15, 2010, even if your group previously received an unsolicited donation from The Junior Woman's Club of Ramsey.**

Our donations committee will review and respond to all donation requests upon the conclusion of Sweetheart Casino Night 2010. While it is our hope to assist as many community organizations as possible, we regret that we cannot guarantee that your donation request will be honored.

Please feel free to contact me at the phone numbers below if you should have any questions. It has been the great pleasure of The Junior Woman's Club of Ramsey to work with your organization in the past and we hope to continue to do so going forward. Thank you for your efforts on behalf of the citizens of Ramsey.

Very truly yours,

Laura Genovese Behrmann  
Donations Committee Chair  
201-341-1243 cell  
201-236-3140 home