

**Guidelines and Procedures for a Request for Donations  
from  
The Cleveland Fire Department Relief Association**

1. Request will only be considered from Cleveland area non-profit groups or organizations. Request for individuals will not be considered.
  2. All requests presented to the Cleveland Fire Department Relief Association will be on a standard written request form. Only written requests will be considered. The forms will be available upon request from an officer of the CFD.
  3. Upon receipt of a written request, an officer of the CFD will present the request for consideration by the general body of the CFD Relief Association at its next regular meeting. If further information and or clarification is needed, a representative from the organization will be asked to attend the next regular meeting.
  4. The request will be voted on by the general body of the CFD Relief Association at the regular meeting following the initial request.
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Non-Profit Organization Request for Donations  
from  
The Cleveland Fire Department Relief Association

Name of organization or group \_\_\_\_\_

Name of representative and phone number \_\_\_\_\_

Total number of members \_\_\_\_\_

Name of advisor and phone number \_\_\_\_\_

Purpose of request \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Of the total membership, how many will benefit from this project? \_\_\_\_\_

Total funds needed for project \_\_\_\_\_

Amount of funds requested from CFD Relief Association \_\_\_\_\_

List other sources of funds including amounts and how funds were raised \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date that funds are required \_\_\_\_\_