



COMMUNITY MONETARY DONATION GUIDELINES

The following guidelines have been established to consistently respond to monetary donation requests from the ASHE Potomac Section community. Please read the guidelines to determine if your request meets our criteria.

PHILOSOPHY

It is the ASHE Potomac Section's mission to give back to the community that we serve whenever possible while benefiting and enhancing the transportation industry.

GUIDELINES

1. Groups or organizations should promote civil engineering, or more specifically transportation engineering principles, through their activities.
2. Groups or organizations should promote the education of K-12 children.
3. Preference will be given to groups or organizations affiliated with an ASHE Potomac Section member.

RESTRICTIONS

Solicitation of donations from the general membership will not be permitted. Consideration will not be given to the following:

1. Political lobbying or campaigns.
2. Activities that are primarily religious.
3. Unlawful or discriminatory practices.

HOW TO REQUEST A DONATION

All requests must be submitted on an official Monetary Donation Request Form. Request Forms can be submitted to the Board of Directors for consideration by mailing, e-mailing or hand-delivering to a current Board member, or any Potomac Section member in good standing for submission to the Board for consideration.

CONSIDERATION OF MONETARY DONATION REQUESTS

Consideration of a submitted Request Form will occur at the regularly scheduled Board of Directors meeting held on the first Thursday of each month (unless rescheduled due to conflicts). Approval will require approval by a majority of the Board members. Notification on the status of a submitted Request will be responsibility of the member submitting the request to the Board. Payment shall be made within one week of Board approval.

Requests can only be submitted once per fiscal year (June through May) for a particular activity or organization. If possible, ASHE Potomac Section requests receipt of exposure in return for the donation. This exposure may include the ASHE Logo in printed material, verbal acknowledgement of the donation, display of our banner, etc.



MONETARY DONATION REQUEST FORM

Please Type or Print

Date: _____

Organization Name: _____

Address: _____

Contact Name: _____

Contact Phone Number: Daytime _____ Evening _____

Has your organization requested funding from the ASHE Potomac Section in the past twelve months? Yes No

Amount Requested: \$ _____

Describe your organization's activity. Explain how the activity relates to the Guidelines. Provide when and where the activity will occur if applicable.

For what specific purpose will the funds be used?

ASHE Affiliation: _____ (member name)

School Name and Address: _____

Attach any printed information, brochures, etc. that may help explain your organization's activity.