**WOMEN’S SOFTCOURT LEAGUE OF BIRMINGHAM
REQUEST FOR CHARITABLE DONATION**

**DONATION REQUEST POLICY**

Women’s Softcourt League of Birmingham is pleased to have the opportunity to become part of your program. We recognize the importance of all charities and have supported many nonprofit and community programs throughout the area. The following information will explain our procedures and guidelines regarding donations and sponsorships. These procedures and guidelines are designed to assist you with your requests. We attempt to accommodate at least one request per tennis season (Spring and Fall). **We do, however, have a limit of $5,000 TOTAL donations given in a calendar year.**  The $5,000 cap may be divided between several charities in a given year.

**POLICIES AND PROCEDURES FOR SUBMITTING A REQUEST**

\*All donation requests must be submitted online to the current Softcourt President. Contact information for the current president is found on Softcourt’s website at [www.womenssoftcourtleague.com](http://www.womenssoftcourtleague.com)

\*Your online request must be received at least one week prior to the upcoming Softcourt General Meeting. Softcourt General Meetings are held prior to the Spring Season and Fall Season. These meetings typically are scheduled for the last week of February and last week of August respectively.

\*Your online request must include the following information:
 1. Name of organization
 2. Primary Contact
 3. What Your Charity Supports?
 4. Type of Event (if an event is involved)
 5. Are you a 501(c) corporation ?
 6. Main purpose/use of donation
 7. Specific dollar amount requested

\*A final decision will be made by the Women’s Softcourt League of Birmingham’s Executive Board, which is comprised of all officers, level coordinators, and club representatives. The decision is made by a majority vote during the Softcourt League General Meeting.

\*Please keep in mind that submitting an online request does not guarantee your organization will receive a donation.

\*Only one request per organization may be submitted in a calendar year.