

## **Rotary Club of Broken Arrow Donation Request Calendar**

**Dec. 1-Feb. 28<sup>th</sup>**- Organizations may request funds

**March 1-March 7<sup>th</sup>**- Secretary provides club president with all applications mailed to club

**March 8<sup>th</sup>**-Club President sends packets to board for review

**March 13<sup>th</sup>** -Board votes on projects based on budgeted funds

**March 13-17<sup>th</sup>** -President sends Foundation president a list of projects with applications for recommendation

**March 24<sup>th</sup>**- Foundation President sends club president projects/donations approved and denied by foundation

**March 31<sup>st</sup>**- Club president sends out letters to denials and acceptance, club president contacts those that were accepted to invite them to Giving Monday at the club meeting for award.

**April 17<sup>th</sup>**- Giving Monday meeting where awardees will attend.

**June 1<sup>st</sup>**- Club president mails out Compliance Reporting Form