

## **Donation Request Protocol**

Backcountry Horsemen of California, Mid Valley Unit, has worked diligently over the years to fundraise in order to have sufficient monies to fund our various projects and activities. Occasionally we have supported outside organizations and individuals who request a donation, providing that the project being funded is *related to BCHC Objectives and Purpose*. Please find BCHC Objectives and Purpose on the second page of the Donation Request Application.

**Step One:** Contact the Mid Valley Unit President or a Board Member and request a **Donation Request Application (DRA)**.

**Step Two:** Complete the DRA and submit to President and Secretary (via e-mail) a minimum of three days prior to the next regular board meeting.

**Step Three:** Attend the meeting and give a brief (5 min +/-) presentation of what and how the money is being used, and how it relates to BCHC Objectives and Purpose.

**Step Four:** Your DRA will then be voted on at the next month's board meeting. If approved, your donation will be mailed to the address on the DRA. Non-members are respectfully asked to *not* attend this meeting.

Go to [www.bchcmidvalley.org](http://www.bchcmidvalley.org) for information about meeting dates, locations, and time. Contact information for the current President, Secretary, and Board Members are also available on-line.