Dear [INSERT CHARITY CONTACT NAME],

I am a member of 100+ Women Who Care Tucson. We are a local philanthropic group who meet quarterly, contribute locally, and connect personally to benefit local charities. Our members nominate local charities that touch our hearts. At our Big Give meetings, we draw three (3) charities for consideration. The nominating members give brief presentations on each charity, we vote and the winner receives a $40,000+ donation.

I would like to nominate your organization for consideration. [INSERT WHY] To do so, I will need information from you to share with 100+. Please provide all the following REQUIRED INFORMATION:

1. Mission statement, purpose.
2. Primary programs and who you serve.
3. Total annual budget.
4. How many people do you serve?
5. Number of employees/volunteers?
6. Year organization became a 501(c)3 (2 years required)?
7. How specifically would our donation be spent?
8. How many people would our donation impact?
9. If you are our recipient, do you agree to send our members a thank you?
10. If you are our recipient, do you agree to use our members email information only for sending the thank you note?
11. If you are our recipient, would representatives from your organization be available to attend our next Big Give and thank our members?
12. Charity Contact, Position, Email Address and Phone Number
13. EIN Number.
14. IRS Tax Information. **You must demonstrate that a minimum of 70% of your annual expenses go to program services**

Chose the option applicable to your charity:

* 1. If you file 990 or 990-EZ,
		1. Provide the three (3) most recent 990s.
	2. If you file 990-N (e-postcard):
		1. Provide three (3) years of financial statements that clearly reflect the allocation of expenses between program and other.

100+ raises awareness and exposure for local charities. It would be an honor to add your charity to our list of approved charities.

Charity nomination forms must be submitted to 100+ two (2) weeks prior to each Big Give. My deadline for receiving this information is [INSERT DATE].

Thank you for your help in providing the required information.

Sincerely,

[INSERT MEMBER NAME]

<http://www.100womenwhocaretucson.org>

