



WELFARE REQUEST FORM

Organization: _____ POC: _____
 Mailing Address: _____ Phone: _____
 _____ Email: _____
 Requested Amount: _____ Organization TIN#: _____
 Payable To: _____ Date Funds Needed: _____
 Name of Person Authorized to pick-up the check: _____

Funds to be used for (be as detailed as possible): _____

Total Cost of Project: _____ Number of individuals who will directly benefit from these funds: _____
 Number of Active Duty members in Group/Unit/Squadron (only applies to military applicants): _____
 Fundraisers to Date: _____

Funds received/requested from other organizations for this purpose: _____

Is your organization:

A Private Organization?	Yes	No
Chartered on Base?	Yes	No
Interested in volunteer opportunities at the Thrift Shop?	Yes	No

Receipts showing proof of purchase must be received within 60 days of welfare grant. Failure to provide receipts will jeopardize future requests.

 Signature Title Date

For a request to be considered, it must be submitted by: 3:00PM (1500) on the 3rd Tuesday of the month

(Do not write below this line - For Office Use Only)

Approved/Denied Date:	Initials Welfare Chair:	Amount Paid:	Check #:	Date Check Received:	Check Given Out By:

 Check Received By (Signature): Printed Name of Receiver

THIS IS A NON-FEDERAL ENTITY. IT IS NOT A PART OF THE DEPARTMENT OF DEFENSE OR ANY OF ITS COMPONENTS AND IT HAS NO GOVERNMENTAL STATUS.

Tips for Completing & Submitting Welfare Requests

1. Must be submitted by 3:00PM on the 3rd Tuesday of the month in order to be considered at our monthly board meeting.
2. Please fill out the Welfare Request Form completely. Incomplete forms will not be considered. Additional justification may be added to a blank second page. Documents may be mailed, emailed or faxed.

Mail: FORT LEWIS THRIFT SHOP
PO BOX 33274
JBLM, WA 98433

Please Email:
welfareflts@gmail.com

3. Some items that the Thrift Shop considers in the request:
 - * How will the money benefit the community?
 - * What are the long-term benefits of this donation?
 - * Has there been an effort to raise funds on their own?
 - * Will this donation represent the sole source for an organization's operating budget?
 - * Have funds been received from other organizations?
4. Signature Requirements:
 - * Requests from teachers must be signed by the Principal and a copy of the request form for money from the PTO (with approval or denial) must be attached to this request.
 - * Requests for Boy Scouts and Girl Scouts must be signed by the Troop Leader.
 - * Requests from a Unit must have the commander's signature.
 - * Requests from a booster club or spouses organization must have the signature of the president or leader of the requesting organization.