



115 Colburn Ave.
Clarks Summit, Pa. 18411
Phone - 570-587-3101
Email - AHCLDonations@gmail.com

January 15, 2019

Dear Sir or Madam:

I am the chairperson of the Donation Award Committee of the Abington Heights Civic League (AHCL). I am contacting you because your organization has been a past recipient of a donation award from AHCL or your organization may be a new requester of a donation award.

Throughout the year we work diligently to support local organizations that benefit our community and we are automating and streamlining the donation application process. In accordance with these changes we need your organization to be aware of the following:

- **Each requesting organization must submit a Donation Application Form (DAF) each year. This can be done with the assistance of an AHCL member or solely by the requesting organization. Your organization's request will not be considered without this form.**
- **Your application must include proof of your organization's nonprofit status (see the application for more details).**
- **AHCL must receive your organization's application by March 15, 2019.**
- **Your organization will be notified of your award or our regrets by mid-July, 2019 unless you specify an earlier event/date on your application.**

An application form is attached for your convenience and is also available on our website:

<http://www.ahcivicleague.org>

In order to be considered for a donation award, your organization must meet the following criteria:

1. **The recipient must be a tax exempt group or fund. Payment cannot be made directly to an individual.**
2. **The recipient group must be a designated 501(c)(3) certified organization.**
3. **The purpose of the recipient group must not be politically oriented.**

If you feel that your organization meets these criteria, please complete the form and submit it to AHCL:

Abington Heights Civic League – Donation Award Committee
115 Colburn Avenue
Clarks Summit, PA 18411

Remember, your completed application must be received by AHCL no later than March 15, 2019 AND it must include proof of your organization's nonprofit status (see the application for more details). If you have any questions, please contact AHCL via email at AHCLDonations@gmail.com or via phone at 570-587-3101.

We look forward to including your organization in our list of donation requests!

Regards,

Jan Klusza
Donation Award Committee Chairperson