

Email to: [rsmbostonfoundation@rsmus.com](mailto:rsmbostonfoundation@rsmus.com)

# RSM Boston Foundation

## EMPLOYEE DONATION REQUEST FORM

**Important:** Proof of the organization's 501(c)3 status is required prior to funding a request

Name of organization: \_\_\_\_\_

Event name (if applicable): \_\_\_\_\_

Contribution level:

<input type="checkbox"/>	In memory	\$100
<input type="checkbox"/>	Request where the employee does not participate in the event	\$250
<input type="checkbox"/>	Request where the employee actively participates in the event ( <i>i.e., involved in planning &amp; organizing the event, participation in a walk or other fundraising activity</i> )	\$500
<input type="checkbox"/>	Request where the employee has a significant level of commitment ( <i>i.e., physical event requiring months of training, volunteer activity that requires multiple meetings</i> )	\$1,000
<input type="checkbox"/>	Request where the employee is actively involved in the strategic focus of the charity ( <i>i.e., board member, treasurer, trustee; *limited to one request per person per fiscal year</i> )	*\$2,500
<input type="checkbox"/>	Group event sponsored by the Volunteering Committee	Case by Case Evaluation

Date donation is due:\*\* \_\_\_\_\_

(\*\*Please submit requests at least 21 days prior to the due date; the Foundation will do its best to accommodate requests made under 21 days in advance but cannot make any guarantee)

Describe the purpose/mission of the organization/event:

What is your level of involvement with this organization/event, and how will the Foundation's support help its mission?

Make check payable to: \_\_\_\_\_

Mail check to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requestor's name: \_\_\_\_\_

Do you contribute to the RSM Boston Foundation via payroll deduction and/or volunteer your time (excluding Desk Free Day)?  
(check all that apply)

☐ Financial

☐ Time

☐ None

\*\*\*\*\*

FOR COMMITTEE USE ONLY:

Review date: \_\_\_\_\_

☐ Approved

☐ Declined

Amount: \_\_\_\_\_

Signature: \_\_\_\_\_

Notes: \_\_\_\_\_