

< LETTERHEAD or ADDRESS >

Date _____

**TO: Optimist Club of Coronado
P.O. Box 180251
Coronado, CA 92178**

1. **Provide background on your organization (e.g. who, what, why, where).**
2. **Provide what type of support you request (financial and/or volunteer). The Optimist Club of Coronado provides support only to Coronado youth.**
3. **Explain why you need our support (lack of funding/need volunteers for an event).**
4. **Provide a breakdown of how you would use our support (e.g. purchase equipment/time events).**
5. **Provide a date you need the funds by (OCC approval process takes a month or so)**
6. **Agree to attend one of our Thursday morning meetings with several of your group members to give a short update on your activity and accept our check or volunteer support (after your request is approved).**

/Signed/(include your organization's Point of Contact's (POC) email address & phone number)