



2012 CHARITY NOMINATION INSTRUCTIONS

To nominate an organization to receive the proceeds of the Madison Club Foundation's Charity Gala, please complete the form and requirements listed on the following page and return all materials by Saturday, February 11, 2012 to:

The Madison Club Foundation
Attn: Krista Laubmeier
5 E. Wilson Street
Madison, WI 53703

Note to charities: If you have more than one Madison Club member that would like to nominate your organization, please have each of those members draft a letter of support as described in part 1 of the application process. All letters should be compiled and included with your submission. These additional letters of support will not void your nomination if the page limit requirement is exceeded. Part 2 of the application process need only to be completed once for each charity.

All nominators and their charities will be contacted in March. Top contenders will be invited to make a presentation to the Madison Club Foundation Board of Directors before a final decision is made.

Questions regarding the nomination process may be directed to Krista Laubmeier at the Madison Club: klaubmeier@madisonclub.org or 608-255-4861.



2012 CHARITY GALA BENEFICIARY NOMINATION FORM

Name of Nominated Charity: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Web address: _____

Name of a contact person within the organization: _____

Position/professional title of contact person: _____

Contact person's email address: _____

Name of Madison Club member making this nomination: _____

Daytime phone: _____

Email address: _____

Please enclose the following supporting materials with this form. Failure to answer any of the questions will void the nomination.

1. **Letter of Support (one page total):** Write a one page letter explaining why you believe this organization should receive the proceeds of the 2012 Madison Club Foundation Charity Gala.

2. **Background Information (one page total):** Additionally, please provide responses for each of the following questions:
 - a) What other fundraising efforts and events does the nominated charity host throughout the year and when are those events held?
 - b) What are some specific examples of achievements and accomplishments the organization has had within the community?
 - c) What would your nominated charity do with the money raised from the Charity Gala, assuming the funds raised would equal approximately \$50,000? Please be very specific, making sure to include the scope of assistance provided (i.e. how many people might be affected by this amount of money, and what would the impact be to our community?).
 - d) If your charity was chosen, how would your organization be able to assist the Madison Club Foundation in making the event a success?

Please be as complete and concise as possible with your responses. Submissions greater than three pages (including this page) will not be reviewed or considered.