



Park City Board of REALTORS® Philanthropic Foundation Foundation Request Procedure

1. All requests for donations or fundraiser assistance must be made in writing to the Trustees on the Foundation Donation Request Form.
2. Trustees may initiate the request through completion of the Request Form.
3. The form should be completed with all the information on the Form.
4. Requests may be submitted to the Trustees directly or via the PCBPF CEO.
5. Foundation cash balance will be provided to the Trustees at the time of requests.
6. The Donation Request will be reviewed by the Board of Trustees either at the next scheduled Board Meeting or via email if no Meeting is scheduled in the immediate future. The Foundation President will determine if the review and vote will take place at the next Board Meeting or via email.
7. If the Trustees approve the request, the Foundation President will sign the Request Form and submit to the CEO. The signed Request Form will be included with the Minutes at the next Board Meeting.
8. Checks shall be issued by the CEO.