

The Clemens Family Corporation (CFC) Charitable Donor Advised Fund
Charitable Gift Application Instructions

Philanthropic Committee Guidelines: When considering gifts, we will honor our God and the principles in His Word. We will contribute to organizations and needs that promote both the family's spiritual heritage as well as its obligation of being a good community citizen in communities where CFC owns or operates a business. Philanthropic gifts are ones where the family receives no direct benefit from the gift.

Our family is very diversified in their interests but we will strive to make decisions to unite the family in philanthropic causes. We want to limit our gifts to causes where family members have concerns; although there may be times of emergencies and different situations to consider. Gifts will be for Capital and Special Projects and should not be used for Operating Budgets.

Procedures: All requests received by CFC are reviewed by the Philanthropic Committee. The Philanthropic Committee reviews gift requests once per year in September and therefore all requests must be received in writing by the Chairman of the Philanthropic Committee no later than June 30. The Philanthropic Committee's goal is to be able to respond back to all requestors no later than October 31. Please mail requests to 2700 Clemens Road, Hatfield PA 19440.

If your organization would like to be considered for a gift, please submit the following on your organizations letterhead:

1. A brief proposal of 1 to 2 pages that includes:
 - a. Mission statement / purpose of your organization
 - b. Detailed description of the need or use of the gift
 - c. Description how the gift supports our guidelines of honoring God and being a good community citizen in communities where CFC owns or conducts business
 - d. Listing of metrics and or targets for measuring the success of the gift
2. A completed **Charitable Gift Application** located on page 2
3. Copy of the IRS 501 (c)(3) federal tax exemption letter
4. List of Board Members and their affiliations
5. If requesting a gift for a building or remodel project include building plans and contractor estimates.
6. If requesting the participation of CFC volunteers in conjunction with or without a gift request, please complete The **CFC Volunteers Program Application Form** located on page 3

Gifting Limitation:

In general, The Philanthropic Committee does not gift:

- Individuals
- Organizations that are not 501(c)(3) tax-exempt status
- Political organizations
- Sports teams
- Operating budgets

But does desire to gift:

- Organizations that promote the Gospel
- Organizations that operate in an area that CFC owns or conducts business
- Organizations of special interest to our family members

The Clemens Family Corporation

Charitable Gift Application

Date: _____

Organization: _____

Mailing Address: _____

City: _____ State: _____ County: _____ Zip: _____

Contact Person: _____ Title: _____

Phone: _____

E-mail: _____

Web address: _____

Federal Tax ID#: _____ - _____

Requested Amount: _____

Brief Description of Need or use of Gift:

Does your organization have volunteer opportunities for CFG Team Members?

Yes____ No____

If yes, please complete **The CFC Volunteers Program Application Form** located on page 3

