

EMERGENCY NEEDS REQUEST FORM

It is our hope that each agency will abide by the guidelines set up in the Agreement with Participating Agencies. The purpose of United Way is to provide one single fund raising campaign that will help to meet the financial needs of many agencies. We do, however, understand that there are times when an emergency situation arises that require additional funds that might not have been budgeted for at the time of the United Way Request Hearings. Use this form to notify the United Way office and make aware of any situation arising that may require additional funding.

NAME OF AGENCY _____

EMERGENCY
SITUATION _____

AMOUNT OF MONEY TO BE RAISED: _____

POTENTIAL LENGTH OF FUND RAISING CAMPAIGN: _____

Signature of Chairperson/Manager of Agency

Date

GUIDELINES FOR MAKING AN EMERGENCY REQUEST

1. This written request form must be sent to the Oelwein Area United Way office, PO Box 547 Oelwein, IA 50662.
2. The United Way Office Manager/Secretary will mail copies of your request form to all members of the Oelwein Area United Way Board of Directors to review.
3. You will be contacted by the United Way office and invited to attend the next Board of Directors meeting to discuss your emergency request. The Board will then discuss your request and make you aware of their decision after the meeting.
4. In order to continue receiving future Oelwein Area United Way funding, no solicitations can be conducted prior to the Board of Directors approval of your request.