

Lower Keys Chamber of Commerce

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Website: www.lowerkeyschamber.com



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Mile Marker 31
Big Pine Key, FL 33043-0511

Lower Keys Chamber of Commerce Sponsorship/Donation Request Form and Guidelines

Organization _____ Contact Person _____

Date _____ Email Address _____ Telephone Number _____

True to our mission statement, the Lower Keys Chamber of Commerce is committed to giving back to the community! We sponsor events and programs charitable in nature, while supporting the community and civic organizations in Monroe County. In order to do this effectively please observe our guidelines below.

- All requests must be made in writing. Incomplete forms will not be considered.
- All requests must be submitted to the Lower Keys Chamber Board of Directors in time for review and consideration prior to the Board Meeting. Board Meetings take place the second Wednesday of each month.

**Please write on a separate sheet of paper if needed and attach any additional information about your event.*

Please submit your request 60 days before the scheduled event.

1. What is the purpose of the requesting organization?
2. Is the organization classified as 501(c) (3) or equivalent, by the Internal Revenue Service? Yes / No
3. What amount of funding is being requested?
4. By when is the donation needed?
5. Date of the event?
6. What event will the funding be used for?
7. What segment of the community will be served by your event?
8. What are the publicity plans for this project and who is in charge? Will the Lower Keys Chamber of Commerce be included?

Please fax or email this form to the Lower Keys Chamber of Commerce at (305) 872-0752 or officeassist@lowerkeyschamber.com Requests are reviewed by the Board once a month.