

BAMC SuperHERO PROGRAM

BAMC SuperHERO Program Contribution Request

To Be Completed by BAMC Employee

Name

Work Extension

Name of Community Organization

Signature of BAMC Employee

To be Completed by Community Organization

Official Name of the Organization

Address

City

State

Zip

Phone Number

Contact Person

Check all that apply (ALL THREE REQUIRED):

- The BAMC employee above has volunteered at least 30 hours to our organization within the calendar year beginning date _____ to ending date _____.
- We are a tax exempt organization that meets your program's guidelines.
- Enclosed is the appropriate documentation as described in your guidelines.

Documentation Requirements:

- Public schools – No additional documentation needed
- Private/Parochial schools – Submit copy of 501(c) 3 IRS letter. If letter is made out directly to the church and not the school, additional documentation explaining the affiliation is required.
- Local government – A letter on official government letterhead explaining the organization's relationship with the local unit of government.
- Other organizations – Copy of your IRS 501(c) 3 letter.
- Requests without proper documentation cannot be considered.

*Any questions about organization eligibility can be directed to
BAMC Program Coordinator Jill Menza at Extension 3115*

