



115 Colburn Ave.  
Clarks Summit, Pa. 18411  
Phone - 570-587-3101  
Email - AHCLDonations@gmail.com

Dear Sir or Madam:

This letter is intended to inform you of the process for requesting a donation award from the Abington Heights Civic League, Inc. (AHCL). We have worked diligently to raise funds that can be used to support local organizations such as yours that benefit our community. Clearly, the amount that we will be able to donate to you will depend on our success in fundraising. Please be aware of the following:

- **Each requesting organization must submit a Donation Application Form each year. This can be done with the assistance of an AHCL member or solely by the requesting organization. Your organization's request will not be considered without this form.**
- **Your application must include proof of your organization's nonprofit status (see the application for more details).**
- **AHCL must receive your organization's application by **May 1st, 2023**.**
- **Your organization will be notified of your award or our regrets in June, 2023.**

The following AHCL member has volunteered to be your Advocate in this process to assist you with the paperwork and answer your questions. Also, she will be ready to promote your cause at AHCL meetings. Please contact this person if you have any questions or need assistance in filling out the Donation Application Form.

Advocate Name: \_\_\_\_\_

Advocate Contact: \_\_\_\_\_

In order to be considered for a donation award, your organization must meet the following criteria:

- 1. The recipient must be a tax-exempt group or fund. Payment cannot be made directly to an individual.**
- 2. The recipient group must be a designated 501(c)(3) certified organization.**
- 3. The purpose of the recipient group must not be politically oriented.**

If you feel that your organization meets these criteria, please complete the form and submit it through your Advocate or directly to the AHCL by email at [AHCLDonations@gmail.com](mailto:AHCLDonations@gmail.com) or by regular mail at:

Abington Heights Civic League, Inc. – Donation Award Committee  
115 Colburn Avenue  
Clarks Summit, PA 18411

Please remember, your completed application must include proof of your organization's nonprofit status as specified on the application AND the AHCL must receive it no later than **May 1st, 2023**.

We look forward to including your organization in our list of donation requests.

Regards,

*Jan Klusza*

Donation Awards Committee Chairwoman