



**SACRAMENTO/
SIERRA NEVADA**
CHAPTER

Charity Selection Process

Each year, MPISSN strives to raise awareness of a charitable organization that has an impact on the Sacramento and Sierra Nevada communities.

We support a charity proposed by a MPISSN member by contributing 100% of the revenue generated by fundraising activities at our luncheon programs to a charity within the geographic region of the chapter, so long as the geographic region selected is headquartered within the state of California (as required by Attorney General of the State of California). Your charity must operate under your own Federal Employer Identification number (no umbrella affiliation with another organization).

Please note: since our MPISSN members are from both the Sacramento and Sierra Nevada regions, additional consideration is given to a charity that also serves the needs of the Sierra Nevada region.

At the end of our fiscal year, MPISSN issues a contribution check to our selected charity.

To apply as the MPISSN charity, please submit the following information:

1. The charitable organization's full name and headquarter address. Please include a daytime phone number, contact person, email address and website address.
2. Give us a brief description on how your organization serves the Sacramento region and if applicable, the Sierra Nevada area.
3. How is your charity currently funded?
4. What percentage of your organization's funds are administrative costs vs. funds that go directly to support the charity's recipients.
5. How much of any funds raised are kept within the Sacramento region or Sierra Nevada area?
6. Why should the Meeting Professionals International Sacramento/Sierra Chapter select your charity?
7. Please provide a three-year budget history.
8. Please provide a copy of your California non-profit status.

Selection Process and Timeline:

April 2019	Application process opens. A call goes out to all MPISSN members encouraging them to have their favorite charity submit a proposal to the Community Outreach Committee. Proposals should be emailed to lynette@mpissn.org .
May 3, 2019	Last day to apply.
May 2019	The Community Outreach Committee reviews all proposals and submits up to three recommendations to the MPISSN Board of Directors.
June 2019	MPISSN Board will vote and select a charity at its year-end meeting.
June 30, 2019	Charities are notified.

If you have any questions, please submit them to our Chapter Administrator at lynette@mpissn.org.

Please submit your proposal to our Chapter Administrator, Lynette Magnino. You can email your proposal to: lynette@mpissn.org.