N. Clackamas Chamber Annual Christmas Giving Breakfast

Non-Profit Selection Process Guidelines

(Revised 3/11/2019)

**The Charity**:

* Who Am I? (Background)
* What are my goals/priorities? (Mission Statement)
* What part of the county (or what %) will benefit from receiving this gift? (Service Area)
* How do I plan to use the money? (Service Overview)
* What % of the money goes towards the consumers/beneficiaries –vs- administration costs?
* We will require your letter of intent (2 pages maximum) and if you wish to send along one brochure that depicts

your Non-Profit organization and the services you provide.

* Must be a Chamber member to be in the selection process.

**Deadlines for Letters of Intent:**

* How will the results be evaluated? Our Ambassador team will read each letter and determine the charity of their choice.
* The total of the votes gets tallied and if there is a tie, we vote on those final charities based on the information provided by the Non-Profit.
* How much time will it take to complete the evaluation? Please see dates below.
* When is the final determination made?
* When & how will everyone be notified of the selected charity?

**Guidelines for Rejection:**

* Proposal doesn’t have clear focus.
* Proposal doesn’t identify who will benefit.
* Benefits aren’t being used 100% for the benefactors.
* Charity has been selected within the past 3 years.
* Must be a Chamber member to be in the selection process.

**Selection Guidelines:**

Deadline to have Letters of Intent mailed/emailed back to Chamber office is **October 1st by 4:00pm**.

Deadline for the Ambassador committee to perform initial review and make determination of charity to receive raffle proceeds from the Christmas Giving Breakfast will be the second Tuesday in October at the Ambassador Team Meeting.

To be fair to all charities, none that have been the gift recipient in the past **3 years** shall be in the selection process. They may submit proposals in the event we have a poor turnout, just in case we need additional proposals to select from.

Once the Charity has been selected, the chosen Non-Profit will get a phone call from the Chamber office. All other Non-Profits will be notified, via email, if they were not selected for this year’s gift. Notifications will be sent out no later than Thursday, October 18th.

If you have any questions, please contact Rhonda Winters, Executive Assistant at (503) 654-7777 or via email: [rhonda@yourchamber.com](mailto:rhonda@yourchamber.com)

\*These guidelines have been established as a tool to assist in keeping an orderly control over the decision making process, they are subject to change and are only a guide.