

N. Clackamas Chamber Annual Christmas Giving Breakfast
Non-Profit Selection Process Guidelines
(Revised 08/02/2022)

The Charity: (letter of intent should contain)

- Who Am I? (Business background)
- What are our company goals/priorities? (Mission Statement)
- Besides Clackamas County, what other areas (if any) will benefit from a donation? (Service Area)
- How do we plan to use the money? (Service Overview)
- What % of the money goes towards the consumers/beneficiaries –vs- administration costs?
- We require your Letter of Intent (2 pages maximum) and if you wish, send along one brochure that depicts your Non-Profit organization and the services you provide.
- Must be a Chamber member in good standing to be in the selection process.

Evaluation Process for Letters of Intent:

- The Chamber Ambassador committee members will read each letter and vote for the charity of their choice.
- The total of the votes gets tallied and if there is a tie, the committee votes on those final charities to determine the Non-Profit who will be the recipient of the Christmas Giving Raffle proceeds.

Guidelines for Rejection:

- Proposal doesn't have clear focus.
- Proposal doesn't identify who will benefit.
- Proceeds aren't being used 100% for the beneficiaries.
- Charity has been selected recipient in the past 3 years.
- Must be a Chamber member to be in the selection process.

Deadlines:

Deadline to have Letters of Intent submitted to Chamber office is the **first Friday of October at 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.

Once the Charity has been selected, the chosen Non-Profit will receive a phone call from Chamber staff. 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 **October 15th.**

If you have any questions, please contact the Chamber office (503) 654-7777 or via email: info@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.

** The Chamber reserves the right to cancel the program at its discretion. Cancellations could be caused by increased number of COVID related illnesses, lack of participation from sponsors and/or attendee's and business closures.

*** No guarantees are made to the non-profit selected as the recipient, as to any amounts of proceeds that might be raised.