

**CHARITY APPLICATION PROTOCOLS**

To be considered for the SML Charity Home Tour, the following criteria must be met:

1. The charity must possess a 501(c) 3 tax-exempt status.
2. The charity must provide services directly to the Smith Mountain Lake geographic area.

***Note: Smaller charities may apply as one unit, combining their volunteers and splitting the proceeds. However, each charity will be required to complete the pre-requisite information individually, then combine and submit as one package.***

1. Each charity chosen must be prepared to supply 7 Key Volunteers as defined in the Key Volunteer job descriptions which you can find on the website.

* It is not necessary that these 7 Key Volunteers come directly from your employee or volunteer pools. It is necessary that the charity take responsibility for the identification, placement and commitment of those identified.
* No key volunteer should be assigned to more than one job due to the work commitment for each position.
* Your 7 Key Volunteers must have good organizational and communication skills.

1. Your charity representative will be asked to attend a check distribution event in November and will be asked to inform those in attendance as to how the charity proceeds will be utilized.
2. At the December kick-off event, each charity will be required to execute a Participation Agreement which you can find on the website.

**If your charity is able to satisfy the above-referenced requirements, please fill out and submit the Application that you can find on the website. If mailed, three (3) copies of the information need to be submitted.**

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