

October, 2022

Dear Charity,

The Smith Mountain Lake Charity Home Tour Board would like to invite you to apply to become one of eight participating charities in the 32nd Annual Charity Home Tour, which will be held on October 6, 7, and 8, 2023. Funds raised during the Tour are distributed to the participating charities so they can continue their good works in our area. As we have just completed the 2022 Tour, we are very excited to report that we raised $157,000 in Sponsorship dollars, which go directly and entirely to our eight charities!

The Tour’s success is based upon a productive working relationship between the Charity Home Tour Board and each charity, based on timely communication, responsiveness, and teamwork. To participate, a charity must meet the following criteria:

1. Possess 501(c) 3 tax-exempt status.
2. Provide services directly to the people in the Smith Mountain Lake geographic area.
3. Be prepared to provide 6 Key Volunteers to handle the charity’s Tour obligations (see the short descriptions provided at “Key Volunteer Roles and Responsibilities”; copy attached). *Please note --* It is not necessary that these Key Volunteers come directly from your employee or volunteer pools. No Key Volunteer should be assigned to more than one job due to the work commitment for each position. Your 6 Key Volunteers must have good organizational, computer and communication skills.

Attached are two identical Application forms, one of which is fillable. To be considered, please submit your application by **Friday, November 11, 2022** to SML Charity Home Tour, Inc., c/o Charity Administrator, P.O. Box 416, Moneta, VA 24121 or [smlcharityhometour.charityadmin@gmail.com](mailto:smlcharityhometour.charityadmin@gmail.com). If you have any questions about the application form, please contact Marci Waro, Charity Administrator, at the same email address or 571-220-9289. *Note: Smaller charities are encouraged to apply as one unit, combining their volunteers and splitting the proceeds. In that situation, each charity should complete a separate application, and submit the applications together as one package.*

In addition to the Application form, we also have attached copies of: a) the Participation Agreement, b) the Key Volunteers form, and c) the Key Volunteer Roles and Responsibilities summary. The eight charities selected to participate in the 2023 Tour will be invited to the annual Charity Kick-off event, which is usually held in early December. At the Charity Kick-off, each charity will execute the Participation Agreement and submit a completed Key Volunteers form. Please be sure to review these documents before submitting the application.

The SML Charity Home Tour is an all-volunteer organization working for the betterment of our SML community, and we value our partnerships with SML area charities supporting those in need. We hope you will apply to be a participating charity on the 2023 Tour.

With kindest regards,

Marci Waro

Charity Administrator

SML Charity Home Tour