



# SWINE \* WEEK \* APPLICATION



**2018 Application for Consideration**  
**DEADLINE: September 1, 2017**

**To be considered as a possible recipient of Edmond Memorial's Swine Week contributions, please:**

1. Complete application in its entirety
2. Submit written proof of your organization's 501c3 nonprofit status
3. Submit annual budget
4. Include any other budget materials you feel would highlight your organization, such as brochures, annual reports, PSAs, video, etc.
5. Return application, budget, and proof of nonprofit status to:

Edmond Memorial High School  
ATTN: Elanna Killackey  
1000 East 15<sup>th</sup> Street  
Edmond, OK 73013

---

## CONTACT INFORMATION

---

Legal Organization Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Organization President/Executive Director: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact Person (if different): \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

We would like to be considered for common thread between all three high schools: \_\_\_\_\_

---

**PREVIOUS GIFTS**

---

Has your organization previously received a donation from any of the following?

Edmond Memorial's Swine Week      YES   NO      YEAR: \_\_\_\_\_

Edmond North's Balto Week      YES   NO      YEAR: \_\_\_\_\_

Edmond Santa Fe's DWDW Week      YES   NO      YEAR: \_\_\_\_\_

Deer Creek's WWF Week      YES   NO      YEAR: \_\_\_\_\_

---

**ORGANIZATION INFORMATION**

---

Total Organization Budget: \_\_\_\_\_

Total # of Board Members: \_\_\_\_\_ Total # of Staff: \_\_\_\_\_

Total # of Volunteers: \_\_\_\_\_ Oklahomans Served: \_\_\_\_\_

Organization Mission Statement: \_\_\_\_\_

---

---

---

---

---

---

---

---

Brief Description of Organization: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

**ORGANIZATION INFORMATION Continued...**

---

Population Served: \_\_\_\_\_

Organizational Programming (Please describe the activities and programs of your organization.  
Attach additional pages as needed: \_\_\_\_\_

Is your organization a chapter or part of a larger organization? If so, would any part of SWINE  
WEEK funds be provided to that organization? \_\_\_\_\_

What year was your organization founded? \_\_\_\_\_

---

## FINANCIAL INFORMATION

---

Please include a simple copy of your annual budget (that the teen Student Council members can understand) and a recent copy of your 501c3.

What year was your 501c3 established? \_\_\_\_\_

Fiscal sponsor name: \_\_\_\_\_

Fiscal sponsor address: \_\_\_\_\_

Do you receive government funding? YES NO Annual Budget: \_\_\_\_\_

Are you directly affiliated with a national charity? \_\_\_\_\_

Is yes, which organization? \_\_\_\_\_

What percentage of your annual budget is allocated to:

Research/Education: \_\_\_\_\_

Salaries/Administration: \_\_\_\_\_

Operations/Events: \_\_\_\_\_

Other (Specify): \_\_\_\_\_

---

## PROPOSAL REQUEST

---

Program/Project Name: \_\_\_\_\_

Total Program Budget: \_\_\_\_\_

Requested Amount: \_\_\_\_\_

---

**PROPOSAL REQUEST Continued...**

---

Priority Funding Areas (Please describe the intended use of Swine Week funds, refer to new programs and any existing programs.): \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

Funding Assessment (Please describe why this money is needed and how many Oklahomans this money will impact.): \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

Largest donation in five years: \_\_\_\_\_

Most recent funds received for your organization:

Amount 1: \_\_\_\_\_ Date: \_\_\_\_\_

Amount 2: \_\_\_\_\_ Date: \_\_\_\_\_

The students involved with Swine Week like to interact with the recipient. If chosen, how can your organization involve the students of Edmond Memorial High School before, during or after Swine Week? \_\_\_\_\_

---

---

From the valid applications received by the deadline, the Swine Week student chairs and sponsor will research all qualified organizations and will select five organizations as finalists to make presentations to the Edmond Memorial High School (EMHS) Student Council class. If selected as one of the finalists, your organization will be notified no later than September 8, and you will need to schedule a presentation time with the Swine Week Chairs. All presentations will occur at EMHS from 8:45-9:20 a.m. on the day you select. Each finalist organization can bring up to 5 presenters, and each is encouraged to bring visuals, handouts, supplementary information, etc. to help the 35-40 Student Council members learn more about you. (Please do not bring food, drinks or gifts of any value.)

The Swine Week recipient will be chosen by the EMHS Student Council after all presentations are complete. The selected organization will be notified on or before October 13. At that time, additional meetings will be scheduled. The selected organization must be willing to receive considerable media attention and provide press quotes, interviews, logos, photos, videos, as well as personal stories from staff, volunteers and clients (see attached sample contract). The organization must also provide a presence or representative at all Swine Week events, make speeches at assemblies, and assist with promotion when possible. Swine Week will be held March 12-16, 2018.

I, the undersigned, have read and understand the above information and agree to the terms. I understand Swine Week is a student-run event and that the organization I represent will be consulted on some, but not all, fundraising events strategies and logistics.

---

Signature of Applicant

---

Date

---

Printed Name