



## Charleston Leadership Foundation Good Cheer Fund Application

Name of Person Requesting the Need (Sponsor): \_\_\_\_\_

Address \_\_\_\_\_

email \_\_\_\_\_ Phone number \_\_\_\_\_

Name of Person/Family In Need (Applicant): \_\_\_\_\_

Address \_\_\_\_\_

email \_\_\_\_\_ Phone number \_\_\_\_\_

We would like to share the CLF Good Cheer Fund with recipients that have not benefitted from the Good Cheer Fund in the last 3 years, if you believe this is an extenuating circumstance please call us to discuss.

### Description of Need:

- Please provide specific details of what the needs are and tell us the circumstances in detail on why this family or individual is in need of help.
- Estimate the amount of funds needed. •Please provide copies of bill if your request includes bills. (Please use back of this form if more space is needed.)

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I have vetted this need and have found that this is a valid need AND I have verified with the recipient that they have not contacted one of the other Good Cheer Charities for help this holiday season.      Yes\_\_\_      No\_\_\_

Sponsors will submit a story about the need within 4 days of the need being met.  
See helpful checklist for stories on the next page.

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

Please email completed form to [krogh@clf1670.org](mailto:krogh@clf1670.org). For questions call Kathryn Krogh, 843-471-0101.

## Checklist for Good Cheer Fund Stories

- Stories should be written in present tense.
- All stories should contain the name of the Charleston Leadership Foundation as the source.
- Stories need to be personable.
- Stories should be no more than 200 words each.
- Please do not send bullet points – explain fully why our client(s) need financial help from the community in sympathetic terms.
- Remember there is nothing too small. If a child needs a Christmas toy or a family needs a Christmas tree but can't afford one, that's okay. The big things are great, as well – assistance with dentures, new shoes, a pair of glasses, etc. are acceptable.
- Be sure to include the who – first names only (not real names) – what and why. Do not provide information that could directly identify someone.

Acceptable Sample Story – Example of how items should be written up (please follow this format exactly):

Jim, a client of the Association for the Blind & Visually Impaired – Charleston, wants nothing more this holiday season than to help his best friend Arlo.

Arlo is Jim's guide dog, who serves as his eyes every day. Arlo also helps Jim get to and from ABVI's office safely each week so Jim can learn independent living skills.

Recently, Arlo's eyes began watering and closing involuntarily. With Arlo's current condition, he is not only very uncomfortable but is unable to safely do his job guiding Jim.

Jim lives on a disability income and cannot afford the surgery Arlo desperately needs to correct the issue. By donating to the Good Cheer Fund, you can help pay for Arlo's surgery and ensure Arlo has a good quality of life and is able to safely guide Jim again.

Unacceptable Sample Story – Family has 7 children. Mother has low-paying job and can't cover the bills. She receives food stamps and government assistance but it isn't enough. Your donation would help her cover the gaps.

(why does she have low-paying job? Tell the story like you are excited about telling someone)