



INTRODUCTION NON-PROFIT / CHARITY MEMBERS

Dear Non-Profit/Charity Member Applicant,

Thank you for your interest in partnering with the Greater Portage Chamber of Commerce as a non-profit and/or public charity serving the City of Portage and surrounding areas.

The Chamber invites local organizations with either a physical presence or service (in some capacity) to the City of Portage and surrounding areas.

The following legal entities are eligible to apply:

- 501c3 - educational, religious, literary, and scientific organizations
- 501c4 - social welfare associations or employees or civic leagues
- 501c5 - agriculture, labor, and horticulture
- 501c6 - chambers and business leagues
- 501c7 - recreational and social clubs
- 501c8 - fraternal beneficiary associations
- 501c9 - current or former United States military members

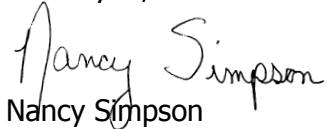
Additionally, the non-profit/charity must have annual revenues of less than \$500K. Those with revenues of \$500K and greater do not qualify for the Non-Profit / Charity membership rate.

Here is an outline of the application process:

1. Return the completed application to info@portageinchamber.com
2. The Chamber Executive Director will review the application.
3. Applications are then referred to the Chamber's Board of Directors for final review and approval.
4. If approved, your organization's invoice will be adjusted to reflect the \$350 annual non-profit rate.

If you have any questions about the application, please get in touch with us.

Thank you,


Nancy Simpson

Greater Portage Chamber of Commerce, Executive Director

info@portageinchamber.com



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APPLICATION

New Applicant Renewal

Name of Non-Profit/Charity: _____

Legal Classification (Type of 501c Entity): _____

Founding Date: _____

Indiana Tax Exempt? Yes No

NON-PROFIT/CHARITY INFORMATION

Primary Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Contact Title/Position: _____

Address: _____

Website: _____

Organization Vision, Purpose and/or Mission Statement: _____

Number of Employees: _____

Annual Revenue: \$ _____



CHECKLIST

Please ensure that the following information has been provided when you submit your completed application.

- Completed Non-Profit / Charity Chamber Application
- List of Office staff (if applicable) with email addresses
- List of organization/charity board of directors with email addresses

Please note: the Greater Portage Chamber of Commerce reserves the right to request additional documentation, including an IRS determination letter, EIN notification letter, and/or year-end financials.

SIGNATURES

I hereby attest that I have completed this application to the best of my ability and ask for the Greater Portage Chamber Board's consideration.

NON-PROFIT/CHARITY

Signature

Date

First and Last Name

Position

GREATER PORTAGE CHAMBER OF COMMERCE

Signature

Date

First and Last Name

Position

OFFICE USE

Date Application Received:

Reviewed by Chamber ED

Yes

No

Referred to Chamber Board

Yes

No

Chamber Board Decision

Approved

Not Approved

Notice Sent

Billing/Invoice Updated

Entered into Database