

*Responding to disasters worldwide.  
Thank you for your support of the Disaster Relief Programs.*



All contributions designated to the Disaster Relief Program should be sent to the Foundation Administrator at the International Foundation office.

Please use your canceled check or credit card statement as a receipt for your contribution. All gifts made to the Altrusa International Foundation, Inc. from United States citizens and companies are tax-deductible under Section 501(c)(3) of the Internal Revenue Service.

You may also contribute online at:  
[foundation.altrusa.org/make-a-contribution.aspx](http://foundation.altrusa.org/make-a-contribution.aspx)



## **Disaster Relief Fund**

### **Altrusa International Foundation, Inc.**



**Altrusa International Foundation, Inc.**  
**One N. LaSalle St. Suite 1955**  
**Chicago, IL 60602**  
**[foundation@altrusa.org](mailto:foundation@altrusa.org)**  
**P: (312) 427-4410**

# Applying for Disaster Relief Funds

*Please note contributions sent to the International Foundation may be designated to a specific disaster. Designated gifts will be forwarded to an appropriate relief organization serving those affected locally in the devastated area.*

## *International Foundation Disaster Relief Support Program*

The International Foundation Chair has the authority to initiate a contribution up to \$1,000 to an appropriate relief agency for any worldwide disaster. Any larger amount for the same disaster shall require Board of Trustees approval. A District Governor shall forward the Disaster Relief Support request to the International Foundation office for review and approval.



## *Governors Disaster Relief Fund*

The International Foundation shall respond to disasters specific to the Districts. Monies from this fund may go to another relief agency to enhance overall first responder efforts. Requests for disbursements from this fund shall be initiated by a District Governor's written request to the International Foundation.



## *Altrusa Club Disaster Recovery Service Grant*

The International Foundation shall provide opportunities for Altrusa Clubs worldwide to address the unmet and otherwise unfunded needs of a community or area following a disaster. Applications for these grants shall be initiated by an Altrusa Club President submitted to the District Governor for approval, then forwarded to the International Foundation office for review by the Board of Trustees. Disasters funded with these grants should serve an area affecting at least 100 individuals.



## *Disaster Relief Request Information*

Please send Disaster Relief requests to the International Foundation office with the following information in a written document.

- Altrusa club name, proposal name, date of disaster occurrence, address and contact information
- Name/signature of person submitting proposal and name/signature of District Governor
- Prepared as a narrative, describe the need and project in 500 words or less; include estimated number of recipients affected
- Is this a duplicatory project by another community group? If yes, why is additional funding needed?
- Is this a collaborative effort with other community groups? If so, list the groups and their involvement in the project. Please include details on a reputable local relief organization (with 14% or less in overhead expenses) where disaster funds may be distributed.
- Attach a document verifying the disaster - for example, a letter from a local official, statement from a first responder agency and/or media articles.



**Disaster grant requests should be addressed to the Foundation Chair and sent to:**

**foundation@altrusa.org | One N. LaSalle St, Suite 1955 Chicago, IL 60602 | F: (312) 789-4416 | P: (312) 427-4410**