



CREW PORTLAND ANNUAL NONPROFIT SPONSORSHIP

Commercial Real Estate Women (CREW) Portland believes in supporting the local community and, in particular, supporting programs and organizations that benefit women and/or children. To that end, CREW Portland annually selects a nonprofit organization supporting women and/or children to sponsor as the beneficiary of CREW Portland's charitable efforts. Organizations interested in applying to be selected as the annual charity are encouraged to complete the attached Nonprofit Application.

About CREW Portland

CREW Portland was established in 1992 and is currently 100 members strong and growing. Our members represent nearly all disciplines of the commercial real estate industry, including brokers, lenders, architects, attorneys, appraisers, developers, and executives in some of the largest national companies.

CREW Portland is a member organization of the CREW Network, a nationwide strategic alliance of local commercial real estate organizations. The mission of CREW Network is to advance the success of women in commercial real estate. Since its founding, the deal-making opportunities for the members has expanded nationally and internationally. CREW Network is the only national network of commercial real estate professionals from all disciplines of the commercial real estate industry and currently consists of 68 chapters across the United States and Canada representing more than 8,000 individual members.

Selection Criteria

To be considered for sponsorship by CREW Portland, the nonprofit organization must meet the following criteria:

- Your mission must support women and/or children and your organization must be registered with the Oregon Secretary of State Corporation Division or the Washington Secretary of State Corporations Division as a tax exempt entity.
- Your organization must be located in the greater Portland metro area (i.e., Multnomah, Washington, Clackamas, or Clark counties), and you must submit proof of current registration as an Oregon or Washington nonprofit corporation with your application (i.e. a print out from the Secretary of State website).
- You must spend no more than 35 percent of your annual revenue for administrative purposes.
- You must be able to participate in CREW Portland's annual fundraising event. The specifics of the fundraising event will be discussed with the charities selected as finalists during the interview process.
- You must attend at least two of CREW Portland's monthly luncheons and give a brief five minute presentation regarding your organization and its mission.

NONPROFIT APPLICATION

Organization Name: _____

Contact Person: _____ **Phone:** _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____ **Email:** _____

Basic Nonprofit Information

- Organization's mission: _____

- Year formed: _____
- Annual operating budget: _____
- Amount of annual operating budget used for administrative purposes: _____
- Number of employees: _____
- Number of people served on an annual basis: _____
- Does the organization focus on real estate? If yes, please explain: _____

- Is the organization associated with any CREW Portland member(s)? If so, please name the member(s) and explain the organization's association: _____

- How did you learn about CREW Portland's annual sponsorship opportunity?

Additional Information Needed

Please include with your application:

- A copy of the organization's last two annual reports. If your nonprofit organization was organized within the last two years, please submit financial information including annual contributions; source of contributions (e.g. foundations, government grants, corporate donors, individual donors, etc.); annual expenses; and categories of expenses (e.g. fundraising, salaries, etc.)
- A 500-word-or-less essay indicating an answer to the question, "How will CREW Portland's support further the nonprofit's mission?"
- Proof of the organization's status as a current Oregon or Washington nonprofit organization (i.e. print out from the Secretary of State website).

Deadlines/Timelines

- Please submit completed applications (with attachments) to Diana Montgomery via U.S. mail at PO Box 5093, Portland, Oregon 97208 no later than **June 10, 2011**. Only complete applications will be considered.

- If you have any questions regarding the application, you may email Jan'I Earnshaw at CREWcharity@gmail.com; however, we are unable to respond to inquiries regarding the status of your application.
- In August, CREW Portland's Charity Committee will interview the finalists and the winning organization will be selected and notified by September.

Disclaimer: Timely submitting a Nonprofit Application and supporting documentation does not guarantee your organization will be a finalist or selected as the annual charity. CREW Portland reserves the right to amend the selection criteria in its sole and absolute discretion at any time without notice.