



## **Request form**

To our requestors: please complete the following form when submitting your request for funds. This will ensure that your request will be handled quickly with minimal need for follow-up questions. Thanks in advance for your cooperation!

Form should be submitted to Rachel Lutts, Samaritans Board President:

Rachel Lutts  
[info@thesamaritansociety.org](mailto:info@thesamaritansociety.org)

- 1. Requestor's name, email address, and phone number.**
- 2. Whom the request is on behalf of (i.e. single mom, elderly man, etc.).**
- 3. Why the request is needed and the amount of the request. If it involves the purchase of goods or services, please include an estimate from the intended supplier. If practical, please work with local suppliers, such as Gardner Mattress and Tri-City Sales.**
- 4. Verification that the recipient is a Salem resident, and confirmation that the recipient has been adequately vetted.**

5. Explanation of why you believe the recipient will be able to become financially stable after receiving our help.
  
6. Name and address of the recipient. PLEASE NOTE: THIS INFORMATION REMAINS ANONYMOUS BEYOND THE PRESIDENT AND TREASURER OF THE SAMARITANS. We adhere to the highest level of responsibility to protect the confidentiality of recipient information.
  
7. The name of the landlord or service provider to whom the check should be made out, and the address for mailing the check. PLEASE NOTE: WE CANNOT WRITE CHECKS DIRECTLY TO THE INDIVIDUAL RECIPIENT, OR TO THE REQUESTING ORGANIZATION (SUCH AS YOURSELF). IN ADDITION, THE ULTIMATE RECIPIENT (SUCH AS A LANDLORD) CANNOT MAKE THIS REQUEST.
  
8. Please note whether or not the recipient is a member of an underserved minority (race, ethnicity, disability, etc.). We need to track this information because it is often requested on grant applications.

**Notes:**

- The Samaritan Board President may call the requestor if additional details are needed.
- The request is distributed by email to Board members for their immediate vote.
- All recipients are anonymous.
- If approved, the Board President will coordinate with the Board Treasure to make the payment.