



Marine Corps League Auxiliary, Inc.

Operation Little Angel Contribution Form For large contributions needing 501C3 number

Thank you for contributing to Operation Little Angel (OLA). Your contribution will be used to provide emergency comfort needs for children legally removed from their homes and in need. The OLA program is a non-profit organization within the Marine Corps League Auxiliary (MCLA), and Marine Corps League Foundation. Contributions will be channeled to your local community through the MCLA unit and the national Marine Corps League Foundation.

___ This is a monetary contribution of \$ _____	___ This is a tangible contribution equal to an estimated value of \$ _____ Consisting of items listed below and on the back (second page) of this form.
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Contributed by:

Address:

City, State and Zip:

Phone:

E-mail:

Fax:

~Please keep this form for your tax records~

Date:

This is a contribution by (donor):

Through the Marine Corps League Foundation 501C3 confidential tax ID # _____
 provided to the donor for tax records for donations over \$100

Make checks payable to: Marine Corps League Foundation

******Note on the purpose line:** Operation Little Angel Program and (name of the unit)

Marine Corps League Auxiliary Unit:

President or Secretary's name:

President or Secretary's address:

City, State and Zip:

Phone:

E-mail:

Fax:

List of tangible items contributed to Operation Little Angels

	Item stock #	Item description	Price each	Quantity	Value
1.					
2.					
3.					
4.					

	Item stock #	Item description	Price each	Quantity	Value
5.					
6.					
7.					
8.					
9.					
				Total	

Instructions to the MCLA Unit:	
<p>For corporate monetary contributions over \$100, include the check with 4 copies of the above form and send to the National OLA Chairman. SEE ADDRESS AT BOTTOM OF PAGE.</p> <p>The <u>National</u> OLA Chairman will:</p> <ul style="list-style-type: none"> • Send 1 copy with the tax number as a receipt to the donor. • Send 1 copy with the monetary contribution check to the Marine Corps League Foundation, c/o Marine Corps League National Headquarters, P.O. Box 3070, Merrifield, VA 22116-3070. • 1 signed copy back to the MCLA unit as a record of the completed transaction. • The OLA Chairman will keep 1 copy for MCLA – OLA National Committee records. 	<p>For corporate tangible contributions over \$100 send the completed form with 2 copies to the National OLA Chairman. SEE ADDRESS AT BOTTOM OF PAGE.</p> <p>The <u>National</u> OLA Chairman will:</p> <ul style="list-style-type: none"> • Send 1 copy with the confidential 501C3 tax ID # number as a receipt to the corporate donor included with a thank you letter. • Send 1 information copy to the director of the Marine Corps Foundation to keep a record of the transaction using the MCLF 501C3 tax number. • The OLA Chairman will keep 1 copy for MCLA – OLA National Committee records.
<p>For personal monetary contributions of any amount, the OLA <u>Unit</u> Chairman will send a thank you letter to the donor. The letter will state the amount donated and the Marine Corp League Foundation – Operation Little Angel Program. This will serve as the official receipt of funds and can be used for tax purposes.</p>	<p>For personal tangible contributions of any amount, the OLA <u>Unit</u> Chairman will send a thank you letter to the donor. The letter will state the amount donated and the Marine Corp League Foundation – Operation Little Angel Program. This will serve as the official receipt of funds and can be used for tax purposes.</p>
<p>In order for a Unit to use for corporate donations the tax exempt 501c3 number belonging to the Marine Corps League Foundation the following procedures must be kept:</p> <ul style="list-style-type: none"> • OLA chairmen must keep records of transactions for tax auditing purposes • OLA chairmen or treasurer must be able to show an accounting of where OLA funds are kept separate • OLA chairmen or treasurer must show how OLA funds are used • For corporate monetary contributions over \$100, the Unit sending in the check will receive a check for the same amount from the Marine Corps League Foundation 	

Marine Corps League Auxiliary National OLA Committee Chairman
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