



THE SIGNATURE ROOM AT THE 95TH Charity of the Month Program

~ Application ~

Organization Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Fax Number: _____

Website: _____ E-mail: _____

Contact Name: _____ Title: _____

Mission Statement (100 words or less please): _____

Additional Requirements:

- 501 (c) (3) Federal Tax Exempt Letter
- Brochure, Newsletter, News Clippings, or other literature that describes the work and services organization provides to community.

The SIGNATURE ROOM AT THE 95TH
The Restaurant Chicago Looks Up To!

John Hancock Center - 875 North Michigan Avenue, Chicago, IL 60611 - Phone 312/787-9596 - Fax 312/280-9448

Program Description:

From day one, we have felt that it is our duty to give back to the community that supports and gives us so much. Thanks to our partnership with diverse Chicago-area non-profit organizations, we are able to have a direct impact on the number of people we help through our Charity of the Month program. Donations since the feature premiered in 1993 exceed \$430,000.

In our tenth year of working with local non-profit groups, we commend these organizations for their fine work with our people and making a difference in the community we work and live.

How the program works:

The Signature Room at the 95th offers a monthly, four-course menu, known as the “Signature Selection” menu. Selected non-profit local organization receives 10% of the sales from this menu, offered during dinner throughout sponsored month.

Requirements:

A representative from selected organization is requested to meet with our staff on the 1st Friday of their sponsored month or the last Friday of the previous month, depending on which Friday is closest to the beginning of the month. (The date will be included in notification letters – see *Review Process, #2* below.) This brief presentation will give our staff the tools to better communicate with our guests to invite them to support chosen organization.

Review process:

1. At the end of August, applications are reviewed by the executive committee, in the order applications were received, for consideration for the following program year.
2. At the end of September, notifications of selection and non-selection are sent out to all applying organizations.
3. As a policy, we do not meet with candidate organizations. This policy was implemented to maintain the equality in the selection process. All applications are reviewed and selected based solely on the information submitted by candidate organizations and research conducted by our staff.

How to apply:

1. Complete the application available at www.signatureroom.com or call Estela Huizar at (312) 280-0455, to request an application.
2. Submit a copy of the organization’s 501(c) (3) Federal income tax exempt letter.
3. Submit the organization’s mission statement (100 words or less), to be printed on the menu and included on our website.
4. Submit brochure, newsletter, news clippings or other literature that describes the work and services organization provides to the community.
5. Mail application and attachments to:

Estela Huizar
The Signature Room at the 95th
875 N. Michigan Avenue, Suite 1525
Chicago, IL 60611

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John Hancock Center - 875 North Michigan Avenue Chicago IL 60611 - Phone 312/787-0506 - Fax 312/780-0448