



ILLINOIS

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES

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**Instructional Letter: Service Educational Activities -SEAs  
(Boy/Girl Scouts, Red Cross, etc.)**

Dear Prospective Donee:

Thank you for expressing an interest in acquiring property through the **Illinois State Agency for Surplus Property (CMS Federal Surplus)**.

Federal personal property available from the U.S. Department of Defense, Defense Logistics Agency may be acquired by private non-profit and tax-exempt educational or health related organizations may be eligible, based upon a full description of their program and certification by the Illinois Attorney General (if applicable).

If after examining the paragraph above, you find that you may qualify to participate in this program, please complete the Federal application and forward to this office for processing. **Along with your completed and signed three-page application, please include the following:**

- ◆ Resolution from your Board of Directors/Trustees authorizing your participation (sample enclosed);
- ◆ Complete written narrative of programs and services offered and description of facilities operated, including course levels, enrollment, qualifications of staff, etc.;
- ◆ Description/documentation of sources of funding, including copy of Current Budget;
- ◆ Copy of your tax-exempt status under Section 501 (IRS Ruling);
- ◆ Copy of any accreditation or facility license received from the US Government and/or the State of Illinois;
- ◆ Include 2-3 letters of documentation from leaders in your community regarding the services you provide on behalf of the needy.

If you have any further questions regarding eligibility, please feel free to contact my office at **(217)785-6903**. **Your application cannot be processed until receipt and review of the above-requested documentation. Partial submissions will be returned as being incomplete.**

Sincerely,

*Curtis A. Howard*

Curtis A. Howard  
Administrator, Property Control Division

CH/tr

Requires:      Application & Resolution