

CVMA 27-3

POLICY 3-19

3 January 2019
Expires: 3 January 2021

SUBJECT: Request for Chapter Funds Form Requirements

1. The CEB has established the use of the **Request for Chapter Funds Form** (attached) as the official means of requesting funds from CVMA 27-3. The purpose is to promote good fiscal responsibility and provide a document trail for all fund expenditures outside of normal operating expenditures.
2. This form must be submitted to the Chapter Elected Board (CEB) on or before the CEB meeting prior the next month's scheduled Chapter meeting. (CEB meeting is the last Tuesday of the month before the following months Chapter meeting). Please check the chapter calendar for dates.
3. The purpose is to provide the CEB with time to discuss and gather all the facts to present to the chapter prior to the scheduled meeting and it allows the treasurer time to assets funds availability and the impact on chapter assets.
4. The request must be complete factual and contain all the information required to make an informed presentation to the voting body of the chapter for expenditure approval or denial. Applications that fail to meet the 5 W's requirements at a minimum will be returned to the applicant without action by the CEB.
5. This request does not guarantee funds will be allocated by the CEB or Chapter. If this request is brought up to the Chapter for vote to allocate funds, the Chapter will vote anonymously by paper ballot, with a simple YES or NO vote.
6. Any funds approved are not authorized to be redirected to any other purpose without approval from the CEB and the voting members of the Chapter.
7. The funds if approved will be made available at a minimum of 3 days from the date approved.
8. False applications, redirection and misuse of approved funds will be subject to disciplinary action under Article 3.7 "Misconduct" and cause for removal/dismissal from the CVMA.

BY DIRECTION OF THE CEB

Chapter CDR

Chapter SEC

Chapter SAA

Chapter XO

Chapter TRES

Request for CHAPTER Funds Form

This form is a simple way to assist the individual in briefing the Chapter in a request for funds and / or making a donation from the Chapter to another organization/individual. It is requested by Chapter Elected Board (CEB) that this form or request be submitted on or before the CEB meeting before the next months Chapter meeting. (CEB meeting is the last Tuesday of the month before the following months Chapter meeting. EXAMPLE: 30 October 2018 is the CEB meeting, the next Chapter meeting will be held on 6 November.) This form also helps the CEB to schedule this request for discussion for the Chapter meeting and to be able to discuss the request amongst the CEB before it is brought before the Chapter. This form will give time for the Chapter Treasurer to account and budget funds for such request. Plus if the request is brought before the CEB, the CEB can help in making sure that the 5 W's are answered to brief the Chapter and to eliminate any possible questions or confusion that might arise during the meeting. [Please be as detailed as possible in completing this request form. If this request is in support an organization or event, please provide any supporting documentation(flyers, organization mission statement, etc.)] This request does not guarantee funds will be allocated by the CEB or Chapter. If this request is brought up to the Chapter for vote to allocate funds, the Chapter will vote anonymously by paper ballot, with a simple YES or NO vote.

Nature of the request:

Donation to: Funds for Project: In support of: Funds for member:

Comments:

Amount being requested:

\$

Who will be receiving this financial support:

Individual: Organization: Member:

Comments:

What will the funds be used for (Please be as detailed as possible, will these funds help to support vets or their families, etc): Comments:

Where, if this is for a event, where is the event and are Chapter members attending such event:

Comments:

Date (When) the funds are needed by (if approved):

Comments:

Why is this important for the Chapter to support this request:

Comments:

REQUESTER'S INFORMATION:

NAME: _____ / _____ Membership #: _____

PRINT

Signature

Request submitted on this date:

Request received by:

of CEB members:
of Chapter members:

<input type="text"/>	VOTE COUNT	<input type="text"/>
<input type="text"/>	YES / NO	<input type="text"/>
<input type="text"/>	YES / NO	<input type="text"/>

Date CEB voted:
Date Chapter voted:

This request has been presented to the CEB and Chapter.

It has been reviewed for accuracy and is:

APPROVED / CORRECTED / REJECTED

:by a majority of the memebers present.

Witness Sign / Print / Date

CEB Member: _____
CEB Member: _____
CEB Member: _____
Chapter Member: _____
Chapter Member: _____
Chapter Member: _____