

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:

VOTE COUNT

YES / NO

Date CEB voted:

of Chapter members:

YES / NO

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: _____