

Formal Request For Funds Form

- Association name requesting from:

- Name(s) of requesting party:

- Is the requesting party current in their dues payment(s), as member(s) of the above specified association?

- Address(es):

- Phone #(s):

- E-Mail(s):

- How much funding are you requesting?

- Event Name, Date(s), & Location, in which requested funds wished to be used for; Also, how many total participants are expected to be at the event?; Is this considered a statewide, regional, or nationwide event?

- Please give details of: (1)how the requested funds will further this member, other members, or the association specified; (2)exactly what the activities/involvement will be at this event:

- Explanation of exactly what the requested funds wish to be used for? Also, do you have any other sources of funding for the event?

• Are you willing to give a presentation to your/an association or board, prior to the event, on its importance & how it will further you and/or the association?

• [For Junior Associations] What advisor/guardian will be in charge during this event?

• [For Junior Associations] Will you be primarily affiliated with the rest of your association at this event as a sole group? If not, please explain. How many other members from your organization are expected to attend this event?

• Are you willing to write a short summary or press release about the event and explain about it, after the event is over?

****if requested funds are given for the event (full or partial), the association's sponsorship must be acknowledged in all advertising and printed material (such as flyers, program, new releases, etc.)****

• Can you include candid photos for public relations use also?

• Are you willing to do a presentation to your/an association or board, about your event and how it furthered you & the association, after the event?

• Will you do your best to provide your association with names of possible new members that you met during your event?

• Will you be willing to provide your association with ideas regarding topics/speakers/ events/activities/fundraisers to be sponsored by them in the future at meetings, etc., from what you saw at your event?

• What is the next event/meeting that you are planning on attending that pertains to your association?

PLEASE SIGN & PRINT BELOW

*** Signature(s) of requesting party:

*** [For Junior Associations] Signature(s) of Advisor(s) & Guardian(s) involved:

