

CHARITABLE REQUEST PROCEDURES

- A. Review your idea or request with the Club President or President-Elect to see if it meets the Club's mission.
- B. Sign your name and date the request in the "Approval Section" of the form. Then be sure to completely fill in the appropriate information on the rest of the form. Mail or deliver your completed request.
- C. The Club Board meets the second Monday of each month. The Club Board will review the request and vote on whether to approve the request or not. NOTE: There will be many great ideas that may not be approved because of club goals, budgets or other restraints.
- D. Once the Club Board has approved a request it will be passed on to the Foundation Board for approval and funding. The Foundation Board meets the third Monday of every month.
- E. Upon approval by the Foundation Board the request will be presented to the membership.

EMERGENCY REQUESTS:

For emergency requests, just follow steps A & B listed above.

It will be up to the Club President or President-Elect to contact the appropriate Board/Foundation members for approval of your emergency request.