



**SABER COMMUNITY SPOUSES CLUB  
COMMUNITY OUTREACH REQUEST FORM**

Organization: \_\_\_\_\_ POC: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Requested Amount: \$ \_\_\_\_\_ Date Funds Needed By: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Funds are to be used for (be as detailed as possible below):

Total Cost of Project: \$ \_\_\_\_\_ Number of Individuals who will benefit from these funds: \_\_\_\_\_

Fundraisers to Date (event(s) and amount(s) raised): \_\_\_\_\_

Funds received from other organizations (source(s) and amount(s)): \_\_\_\_\_

*Proper authorization must be obtained from the requesting organization on each request. If the request is from an MWR organization: the MWR Commander or Deputy Commander's signature is required. All other requests must carry the authorized signature of the corresponding Unit or Clinic Commander, Principal, or President.*

\_\_\_\_\_  
Name Signature Date

**RETURN THIS FORM TO:**

Community Outreach Treasurer – Shayna Lauer at [communityoutreach.sabercsc@gmail.com](mailto:communityoutreach.sabercsc@gmail.com)

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**For SCSC Use Only**

Approved/Denied      Voucher #:      Check #:      Amount Approved: \$      Date:



## SABER COMMUNITY SPOUSES CLUB COMMUNITY OUTREACH REQUEST FORM

Thank you for contacting us regarding a financial request for your organization. One of the pillars of the Saber Community Spouses Club (SCSC) is the ability to support other organizations and programs that empower and enrich the lives of our base community. To best serve you and/or your group, we ask that you review and follow the guidelines listed below.

### *Requirements for Completing the Form*

1. Please fill out the form as completely as possible and submit additional pages as necessary to support your responses.
2. Complete one form per donation request. Forms that include donation requests for multiple, separate functions/purchases/etc. will be returned for resubmission.
3. Request forms must include the correct authorized signature. Requests without the proper authorized signature will be returned for resubmission.
  - a. For MWR organizations, this is the MWR Commander or Deputy Commander.
  - b. All other organizations must have the corresponding Unit or Clinic Commander, or President.
  - c. Requests from teachers and coaches must be signed by the Principal or Athletic Director and they must have requested money from the corresponding PTSA or Booster Club.
4. Only one request may be open for an organization at a time. Additional requests may be considered after final receipts are submitted for the current request.
5. Funds must be spent as approved by the SCSC. You may request that the SCSC consider allowing any remaining funds to be spent on another project, or excess funds must be returned to the SCSC.
6. Receipts must be provided to the SCSC within 10 days of purchase or event (whichever occurs first). Any organizations that do not provide receipts may not be eligible for future donations from the SCSC.
7. All funds must be spent and have corresponding receipts within the calendar year they are provided. Any excess funds not used for the approved purpose must be returned within 30 days of event/activity. If your organization would like to use remaining funds for a separate cause, approval must be received prior to use."

### *Tips for Submitting Requests*

Consider the following questions when writing your donation request to increase chances of approval, and plan ahead using the calendar of SCSC meetings below to make sure your request is reviewed in time for your needs.

1. How will the requested funding benefit the community?
2. Are there long-term, lasting benefits of this donation? (For example, equipment that will not only be used by current members but new ones for the years to come.)
3. Has the requesting organization made an effort to raise funds on its own?
4. Have funds been received from other organizations?
5. How many people will benefit from this donation?
6. Will this donation represent the sole source for an organization's operating budget?
7. Does the request support educational growth, promote wellness, and/or foster the base community in same way?

Please email additional questions to: [communityoutreach.sabercsc@gmail.com](mailto:communityoutreach.sabercsc@gmail.com)

Meeting Date	Request Deadline	Meeting Date	Request Deadline	Meeting Date	Request Deadline
January 8 <sup>th</sup> 2024	January 4 <sup>th</sup> 2024	February 12 <sup>th</sup> 2024	February 8 <sup>th</sup> 2024	March 11 <sup>th</sup> 2024	March 7 <sup>th</sup> 2024
April 8 <sup>th</sup> 2024	April 4 <sup>th</sup> 2024	May 13 <sup>th</sup> 2024	May 9 <sup>d</sup> 2024	June – No meeting	N/A
July – No meeting	N/A	August 12 <sup>th</sup> 2024	August 8 <sup>th</sup> 2024	Sept. 9 <sup>th</sup> 2024	Sept. 5 <sup>th</sup> 2024
October 14 <sup>th</sup> 2024	October 10 <sup>th</sup> 2024	Nov. 11 <sup>th</sup> 2024	Nov. 7 <sup>th</sup> 2024	December 9 <sup>th</sup> 2024	December 5 <sup>th</sup> 2024