



SABER COMMUNITY SPOUSES CLUB COMMUNITY OUTREACH REQUEST FORM

Organization: _____ POC: _____

Phone: _____ Email: _____

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

How check should be made payable: _____

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

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 Title

Date

RETURN THIS FORM TO:

Community Outreach Treasurer – Chelsey Johnson at communityoutreach.sabercsc@gmail.com

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 disbursed funds must be spent and have corresponding receipts within the calendar year they are provided. Any funds not spent within the calendar year must be returned to the SCSC.

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

Meeting Date	Request Deadline	Meeting Date	Request Deadline	Meeting Date	Request Deadline
January 17 th 2023	January 12 th 2023	February 13 th 2023	February 8 th 2023	March 13 th 2023	March 8 th 2023
April 10 th 2023	April 5 th 2023	May 8 th 2023	May 3 rd 2023	June – No meeting	N/A
July – No meeting	N/A	August 14 th 2023	August 9 th 2023	Sept. 11 th 2023	Sept. 6 th 2023
October 9 th 2023	October 4 th 2023	Nov. 13 th 2023	Nov. 8 th 2023	December 11 th 2023	December 6 th 2023