



SABER COMMUNITY SPOUSES CLUB COMMUNITY OUTREACH REQUEST FORM

Organization: _____ POC: _____

Location: _____ Phone: _____

Mailing Address: _____ 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 Official Use Only

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

Allocated/Unallocated 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 military and 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, Principal, or President.
 - c. Requests from teachers must be signed by the Principal and they must have requested money from the corresponding PTA.
 - d. Requests from the Boy Scouts or Girl Scouts must be signed by the Troop Leader.
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. Submit your request according to the calendar below to ensure sufficient time for the Board to review and ask you questions ahead of when you need funds.

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. Is the request a necessity or a nicety?
3. 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.)
4. Has the requesting organization made an effort to raise funds on its own?
5. Have funds been received from other organizations?
6. How many people will benefit from this donation? (Donations resulting in a wide and/or diverse impact are typically prioritized.)
7. Will this donation represent the sole source for an organization's operating budget?
8. 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 10 th 2022	January 5 th 2022	February 14 th 2022	February 9 th 2022	March 14 th 2022	March 9 th 2022
April 11 th 2022	April 6 th 2022	May 9 th 2022	April 27 th 2022	June – No meeting	N/A
July – No meeting	N/A	August 8 th 2022	August 3 rd 2022	Sept. 12 th 2022	Sept. 7 th 2022
October 10 th 2022	October 5 th 2022	Nov. 14 th 2022	Nov. 2 nd 2022	December 12 th 2022	December 7 th 2022