

Committee Fund Request Form

Date of Request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

# 1. Committee Information

Committee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson/Point of Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# 2. Request Details

Amount Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Funds Needed By: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

Which strategic plan goals will this request fulfill? (please also refer to the [strategic plan](https://education4allhub.com/resource/strategic-plan-with-milestones-and-workgroups/) page)

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# 3. Budget Breakdown

|  |  |
| --- | --- |
| Item/Service | Estimated Cost |
|  | $ |
|  | $ |
|  | $ |
| Total | $ |

# 4. Additional Information

Is it possible one of our partners could assist with this? If so, explain below.
☐ Yes ☐ No

Have you secured other funding sources?
☐ Yes ☐ No

If yes, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What outcomes or benefits are expected from this funding?

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# 5. Authorization

By signing below, the committee acknowledges that all funds will be used responsibly and for the purposes stated above. A final report and receipts may be required.

Signature of Committee Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

# 6. For Office Use Only (Do Not Write Below This Line)

☐ Approved
☐ Denied
☐ Pending – More Info Needed

Amount Approved: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_\_

Notes:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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