



SSEM C
Unity, Community, Teamwork

For Official Use Only Check # _____ Amount \$ _____ Approved / Declined

SPANGDAHLEM SPOUSES AND ENLISTED MEMBERS CLUB
OUTREACH TREASURY FUNDS REQUEST FORM

Organization: _____ POC: _____

Location: _____ Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Requested Amount: _____ Date Funds needed by: _____

Payable To _____

(If other than above organization, please explain) _____

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

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

Fund Raisers to Date (please specify the amount that will be directly applied for this purpose):

Funds received/requested from other organizations (source and amount) for this project purpose:

Is your organization:

Eligible for appropriated or non- appropriated funds? Yes No

A MWR Facility? Yes No

Proper authorization on each request must be obtained. If the request is from an MWR organization, the MWR Commander or Deputy Commander's signature is required. Otherwise Unit or Clinic Commander's, Principal's, President's signature is required.

Signature Title Date

****Please note that if your funds request is approved, you will need to submit purchase receipts to the Outreach Treasurer to support your funds request expenses/needs.**

E-mail this form to: outreachtreasurer.ssemc@gmail.com

**** SSEMC Outreach Treasury Fund ****

Each year, the SSEMC co-hosts the Eifel Holiday Bazaar in conjunction with OCSC and the 52nd FSS. 100% of the profits from the Bazaar are deposited into the SSEMC Outreach Treasury Fund and returned to the Eifel Community in the form of scholarships and welfare donations. The Outreach Treasury Fund is also supported by the Spangdahlem Community Thrift Store, operated by SSEMC. Visit our website at <http://ssemc.weebly.com> or our Facebook pages: SSEMC, Eifel Holiday Bazaar or Spangdahlem Thrift Store for more information.

Tips for Submitting Requests

1. SSEMC Executive Board meets the 1st Tuesday of the month, so requests should be emailed at least 5 days prior to this meeting.
2. SSEMC General Membership meets the 2nd Tuesday of the month so requests won't be approved until this date. Approved requests will be available within one week of this meeting.
3. Some items that the SSEMC considers in the request:
 - a. How will the money benefit the community?
 - b. Is the request a necessity or nicety?
 - c. What are the long-term benefits of this donation?
 - d. Has the requesting organization made an effort to raise funds on its own?
 - e. How many people will benefit from this donation?
 - f. Will this donation represent the sole source for an organization's operating budget?
 - g. Have funds been received from other organizations?
4. The SSEMC typically does not pay for cost associated with food or beverage.
5. Please email additional questions to: outreachtreasurer.ssemc@gmail.com



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