

Guide for Buffalo Bill Alumni Application for Funds

General Expectations (Effective December 1, 2016)

1. Application for funding need to be presented at a Alumni Meeting (1st Monday of the month)
2. Applicants will be notified by email as to the decision.

FFA Events/Contests/Conferences/Workshops

1. Must be submitted two weeks prior to a scheduled Alumni meeting.
2. To be presented in person at the Alumni meeting.
3. The group/team/individual will present a follow-up in writing or in person or future requests may not be considered.
4. Must benefit the student in his/hers FFA activities or projects and the student must be representing the Buffalo Bill FFA Chapter.

Funds Request Form

This request was made on __/__/__. By _____
For the Amount of \$_____ to be for (detailed budget)

Expenses: \$_____.

Other Funds: \$_____

& Type*

\$_____.

\$_____

\$_____.

\$_____

\$_____.

Fundraising: \$_____

Total

Expenses \$_____.

Total Funding: \$_____

Total Requested: \$_____ (Subtract other funds and fundraising from the expenses for the total requested)

*
(Other fund types include: sponsorships, personal contributions, etc.)

Has this individual / team received prior funding for the same / similar events over the past year? _____ If so, how much and what was it for? _____

Expected number of participants? _____

What are your goals and projected educational outcomes?

My name is _____ and I am the primary contact in case there are any questions. In the event my group / team / self receives funds from the Buffalo Bill Alumni, I understand that receipts amounting to the total received must be submitted no later than a week after the event. And I understand that reimbursement will only occur after the Alumni receives the receipts as proof the event attended. Any other additions or changes must be submitted to the Alumni and approved; otherwise I understand that the Alumni may not be responsible for the reimbursement of these funds. I also understand that if the Alumni grants my funding request, a follow up in writing or person is required, or future funding requests may not be considered.

Requestor's Signature _____ Date _____ Email _____

Alumni Board member Signature _____ Date _____

Alumni Board member Signature _____ Date _____

Funds Appropriated \$ _____