



Morehead Optimist Club Funding Request

Please submit all requests electronically to:

<mailto:moreheadoptimistclub@gmail.com>

Eligibility

To be eligible, your request must be:

1. A one-time request - unusual in nature and not expected to reoccur.
2. From a recognized Morehead/Rowan County youth organization or group.
3. Beneficial for the youth of Morehead/Rowan County.
4. Not otherwise fundable from budgeted funds.

Submission of Request

All One-Time Funding Requests must be submitted electronically to the Morehead Optimist Club at moreheadoptimistclub@gmail.com

If the request is complete, it will be placed on the first available Board of Directors agenda. The Board of Directors meets monthly on the third (3rd) Monday of the month.

Review of Request

Once submitted, the request will be reviewed to ensure the form is complete and that all needed information is provided.

The Board of Directors of the Morehead Optimist Club will review the funding request based on the following:

- Is this a logical and appropriate use of Optimist Club Funds?
- Does the request fit the mission of the Morehead Optimist Club?
- Is this truly a necessary expense?
- If this is funded now, what will the expectation be in the future?
- Are there other more appropriate financial resources available?

Request Approval Process

If approved by the Optimist Club Board of Directors, the requestor will be notified and the funds will be forwarded to the requestor as soon as possible.

Request Denial and Appeal Process

If the requested amount is altered or denied by the Board of Directors, the requester has the right to appeal the decision and/or submit an amended proposal to the Board. Upon submission of the appeal, the ASCC Executive Council Budget Committee will review the request and make a final decision.

For Optimist Use Only

Date Received:

Morehead Optimist Club Funding Request Form

Name of Request: _____ Date: _____

Name of Group: _____

Contact Person: _____

Phone: _____ Email: _____

Date Needed By: _____

Proposed Expenses:

***PLEASE INCLUDE ANY APPLICABLE TAXES AND SHIPPING CHARGES.**

ITEM	DETAIL Brief description of cost	PROPOSED FUNDING	PER STUDENT COST
Goods & Services		\$	\$
Transportation		\$	\$
Meals		\$	\$
Lodging		\$	\$
Registration		\$	\$
Other		\$	\$
SUBTOTAL:		\$	\$
SHIPPING:		\$	\$
TAX:		\$	\$
Group Contribution:			
Source: _____		\$	\$
TOTAL AMOUNT REQUESTED:		\$	\$