



Department of Arizona Marine Corps League Funding Request Form

To: All Department of Arizona, Marine Corps League Members

Subject: Unbudgeted Funding Requests Made at Department Conferences and Conventions

Often, funding requests are made from the floor at our Department Conferences and Conventions. No doubt, these funding requests have some level of merit and represent true needs of various individuals, groups and organizations but lack any form of due diligence or vetting. Usually, these requests are made based on the need of the requestor and not necessarily on the impact to the Department's general fund and the Detachments that support it. The Department's annual budget process considers funding of specific programs such as Marines Assisting Marines and Scholarships, but no general fund is setup or budgeted for spontaneous funding requests. Also, funding requests of this nature often cannot be discussed in depth in the short time of their presentation to the conference attendees. These requests do have financial implications to the Department's general fund and operations.

Going forward, we are establishing a more formal method to review these requests. The attached form is designed to allow these requests to be processed and reviewed for impact (both current and future) to the finances and operations of the Department before being presented as a request for funding. This also provides the Board of Trustees the courtesy of investigating the details supporting the funding request and establishing reporting and controls, if necessary.

Please complete the attached form and submit it to the Department Commandant in lieu of making a motion or request from the floor of a convention or conference. Any motion from the floor or request for funds that have not followed the new procedure will be tabled indefinitely until the proper procedures are followed. We would ask your support in this matter. We are committed as an organization to charitable giving that supports our National, Department and Detachments charters. Please help us with this process.



Department of Arizona Marine Corps League Funding Request Form

Date: _____

Member Name (Print): _____

Member MCL Number: _____

Member Signature: _____

Member's Email: _____ Telephone _____

Related Organization _____

Purpose and amount of Funding Request (attach additional documentation if necessary)?

How Does the Department of Arizona MCL Benefit from This Funding?

Are There Other Alternatives for Funding?

What other organizations have you requested funds from, and have you received any funding?

Department of Arizona Marine Corps League
Funding Request Form (Continued)

Funding is Payable to:

Name or Company: _____

Address 1: _____

Address 2: _____

City/State/Zip _____

: _____

Check Number: _____ Check Issue Date: _____

Board of Trustees Approval/Disapproval (Submit Form to the Department Commandant)

Amount Approved: _____ Disapproved: _____ Date: _____

Board Requirements (if any):

Officer Signatures: _____

(Upon completion, submit request to the Department Commandant with a copy to the
Department Paymaster)