



Roswell Sertoma Club
Post Office Box 202
Roswell, NM 88202-0202

For Sertoma use only...
Ref by: _____
Action: _____
Dollars: _____
Date: _____

Financial Assistance Committee

ORGANIZATION REQUEST

IMPORTANT, READ THIS...
Applicant should be located in Chaves County to receive assistance.
This form consists of two pages; page 2 is on the back of this page.
Fill this form out **COMPLETELY** and **LEGIBLY**. Incomplete or illegible forms will **NOT** be considered.
A decision on your will request will be based entirely on the information you include on this form.
You may make an oral presentation in addition to submitting this form.
Action on a request normally takes two (2) to three (3) weeks. Emergency request considerations are very rare.
If you have received funding from Roswell Sertoma within the last twelve (12) months, this request will not be considered.
MAIL THIS FORM TO THE ADDRESS SHOWN ABOVE.

Date: _____

Legal Name of Organization/Group: _____

Name of President or head of organization/group: _____

Address: _____

Phone _____

Contact Person or sponsor for this request (if different from above)
(name, address & phone #) _____

This request is for: MONEY or OTHER: _____
(Describe)

If request is for MONEY:
Total amount of money needed: \$ _____
Amount of money raised to date: \$ _____
Explain (e.g., donations, fund raisers, etc.): _____
Amount requested from Sertoma: \$ _____

WHY do you need this money/assistance (e.g., further your organization's programs, capital improvements/expansion, etc.)?
(Explain in detail) _____

WHEN do you need this assistance? _____

WHAT SPECIAL CIRCUMSTANCES or situations should be considered by the Roswell Sertoma Club?

STATE the FUNCTION of your organization/group.
(who or what benefits from your organization, what do you contribute to the community, etc.)

How many individuals benefitted from your organization in the past year? _____
(include attachments, if they will contribute to a favorable decision on your request)

What Percent of your normal operating income is from:

- Fund raising _____
- Contributions _____
- United Way _____
- Other civic organizations _____
- Churches _____
- Other (_____) _____

100%

ANNUAL REVENUE AND EXPENDITURE STATEMENT

(This must be completed. Failure to do so will result in no consideration of this application)

REVENUES:

- Private contributions and grants _____
- Government contributions and grants \$ _____
- Program income (*service fees, sales, special events, etc.*) \$ _____
- Welfare, donations, etc. \$ _____
- Miscellaneous \$ _____
- Other (describe _____) \$ _____
- Total Revenues** \$ _____

EXPENDITURES:

- Salaries (*includes health, retirement, payroll taxes, etc.*) \$ _____
- Supplies (*paper, ink, pens & pencils, etc.*) \$ _____
- Overhead (*phone, fax, postage, shipping, printing, art work, subscriptions, etc.*) \$ _____
- Occupancy (*rent and utilities*) \$ _____
- Transportation (*mileage paid, air/bus/plane/train travel, etc.*) \$ _____
- Other (*conference/convention costs, awards/grants, assistance to individuals*) \$ _____
- Miscellaneous (*dues to national or state organizations, etc.*) \$ _____
- Total Expenditures** \$ _____

The Roswell Sertoma Club requires a detailed "Statement of Expenditures" to account for the requested financial assistance within thirty (30) days of its expenditure. Do you object to submitting such a statement?

- YES NO

Would you acknowledge in the media (newspapers, radio, TV) that Roswell Sertoma made this contribution?

- YES NO

The information entered on this form is true and correct to the best of my knowledge and belief.

Authorized Signature

Title or Position, if applicable

NOTE: All items on this form must be completed for this request to be considered

This application must be submitted to the Committee for consideration prior to its meeting.

Emergency approvals are rare and such requests will only be considered under the most unusual circumstances

Information contained on this application will NOT be released outside Roswell Sertoma without permission of the recipient.