

# PATCH FUNDS REQUEST FORM

NAME OF GROUP, EVENT, CLUB ETC

NAME(S) OF THE ORGANIZER(S)

CONTACT INFORMATION FOR ORGANIZERS(S) (in case the board has a question)

WILL THIS BE A PATCH ONLY EVENT OR OPEN TO OTHER GROUPS / FAMILIES

(The PATCH board may ask non-PATCH members who attend an event to pay a small fee. Part of being a PATCH member is that our children get to attend or be apart of events, clubs etc for free or at a reduced cost. This is why non members might be asked to pay a small fee to attend.)

\_\_\_\_ PATCH ONLY

\_\_\_\_ OPEN TO OTHER GROUPS / FAMILIES

ADDRESS PATCH SHOULD SEND FUNDS TO

AGE AND OR GRADES OF THOSE WHO WILL BE ATTENDING

DATE OF EVENT

DATE FUNDS WILL BE NEEDED BY

DETAIL OF WHAT MONEY WILL GO TOWARD (example types of food, types of decorations, media etc.)

| ITEM                                   | COST  |
|--|-------|
| _____                                  | _____ |
| _____                                  | _____ |
| _____                                  | _____ |
| _____                                  | _____ |
| _____                                  | _____ |
| _____                                  | _____ |
| _____                                  | _____ |
| _____                                  | _____ |
| _____                                  | _____ |
| (Write on back if more room is needed) | TOTAL |
|  | _____ |

The PATCH board asks that you agree to turn in all receipts and unused funds within 14 days of the event ending. Unless it's an ongoing event, club etc.in which case please mail recipits, if any at the end of each month. Please **SIGN BELOW** that you agree to do so and **DATE** please.

## BELOW FOR PATCH BOARD USE

DATE REQUEST WAS RECEIVED \_\_\_\_\_

DATE FUNDS WERE MAILED AND CHECK # \_\_\_\_\_

DATE RECEIPTS AND UNUSED FUNDS RECEIVED \_\_\_\_\_