

## **Kiwanis Club of Fayetteville, NC**

### **Guidelines for Kiwanis Finance Committee Procedures**

Updated May2024

1. Funding request should be primarily for Services and Projects that assist Children or a Kiwanis sponsored Service Leadership Programs (Key Clubs, Builder Clubs, K-Kids and Aktion Clubs should get the highest priority.)
2. It is the policy of the Club to not fund administrative expenses of other organizations.
3. It is the policy of the Club to not fund requests for individuals or group scholarships for higher education other than our budgeted annual scholastic achievement award.
4. It is the policy of the club to not fund requests for individuals or families for travel, food, housing, utility expenses or other social or medical expenses
5. It is the policy of the club that we do not fund requests for educational travel expenses for children or adults.
6. It is the guideline for the club that we should only fund one request per annum to any single organization.

Please understand that not all requests receive funding and some may be supported at a lesser amount than what was requested.

Finance Committee will meet on the 1<sup>st</sup> Friday of Nov, Feb, May & Aug to consider requests. All applications should be completed and received one week minimum prior to the Finance Committee meeting.

All request should include the following:

1. The name of the organization or individual requesting.
2. What is the purpose of the request?
3. Specify how the request will assist children.
4. What is the amount of the request?

Please complete the form for requests.