

# Region 4 Manual

## Forms

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### **Section 6.3 Public Information Funding Assistance (Omaha, NE, 4/26/2003)**

#### **Purpose**

The R4 Public Information Fund has been established to aid any Intergroup in facilitating our primary purpose - to carry the message to the still suffering compulsive eater.

1. Requests from any Intergroup should be mailed to the R4 Ways and Means/Finance Committee.
2. To be included:
  - a. Description of the project or event for which the funds will be used (500 words or less);
  - b. A time frame for the money to be spent - estimated completion date of project;
  - c. Estimated cost of project and amount of funding requested (up to \$300.00);
  - d. Project Coordinator information.
3. On completion, a report on the project will be sent to R4 in time for the next assembly. This includes:
  - a. Success and recommendations;
  - b. Receipts and how the funds were spent.
4. Funding requires a majority vote of the Ways and Means/Finance Committee within thirty (30) days of the receipt of the application.
5. Disbursement of funds will be immediately following the committee approval.

# Region 4 Manual Forms

## R4 Public Information Funding Application

Intergroup Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ WSO# \_\_\_\_\_

Project Coordinator's name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone number \_\_\_\_\_ email Address \_\_\_\_\_

Intergroup chairman's signature \_\_\_\_\_

Intergroup or unaffiliated group secretary's signature: \_\_\_\_\_

Project Title \_\_\_\_\_ Estimated Costs \_\_\_\_\_

Amount of funds requested \_\_\_\_\_

Estimated Completion date of the project: \_\_\_\_\_

Project Summary (500 words or less) Attach if necessary.

After completion of the project a report shall be submitted to the R4 Ways and Means/Finance Committee describing the successes and recommendations, receipts of the expenditures and how the awarded funds were spent.

-----FOR USE BY THE FUNDING Coordinator and Treasurer -----

Balance in R4 Treasury \_\_\_\_\_ as of \_\_\_\_\_

Balance of amount budgeted for funding \_\_\_\_\_ as of \_\_\_\_\_

% of Estimated Exp. \_\_\_\_\_%

Approved  \_\_\_\_\_

Ways and Means/Finance Committee Chairman

Date

Approved  \_\_\_\_\_

Region Treasurer

Date

Send to R4 Delegate Funding Coordinator, PO Box 1609 St. Peters, MO 63376