



Date \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_

Dear Carolinas Viriginas SCCM Board of Directors:  
I am writing to request funding for: Choose an item.

Name of Event: \_\_\_\_\_  
Dates: \_\_\_\_\_  
Location: \_\_\_\_\_

Objective(s) related to this project include(s):

1. \_\_\_\_\_
2. \_\_\_\_\_

I am asking the Board to approve funding for the following areas (please include all invoice(s)/Receipt(s)/Budget(s) in a separate document):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

This project/presentation supports the following selected CVCSCCM mission/DARE objective: Choose an item. As Evidenced by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for taking the time to review my proposal. I look forward to hearing your decision. If you have any further questions regarding this request, please feel free to contact me via email or phone.

Sincerely,

\_\_\_\_\_

For Official Use Only:

Date Approved/Declined: \_\_\_\_\_