



Wisconsin Association of Agricultural Educators

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Committee Process for Fund Requests:

1. Initial Request
Initial requests are in writing and sent to the President and Executive Director.
The request will explain why the funds are needed, how they will be disbursed, and when funds are needed by.
2. The request will be reviewed by the Executive Committee. The Executive Committee recommendation will be sent to the Board. The Board will vote at their next meeting on what action will follow (deny or accept the request).
3. The Finance Committee and Board will review all yearly requests and determine if that item should continue on the Budget as a yearly item.

Notes:

Explain the purpose or goal of the request
Include a budget
Summarize the request