



Roswell Sertoma Club  
Post Office Box 202  
Roswell, NM 88202-0202

For Sertoma use only...  
Ref by: \_\_\_\_\_  
Action: \_\_\_\_\_  
Dollars: \_\_\_\_\_  
Date: \_\_\_\_\_

# Youth Assistance Organization Request

### IMPORTANT, READ THIS...

Applicant should be located in Chaves County to receive assistance.

This form consists of two pages; page 2 is on the back of this page.

Fill this form out **COMPLETELY** and **LEGIBLY**. Incomplete or illegible forms will **NOT** be considered.

A decision on your will request will be based entirely on the information you include on this form.

You may make an oral presentation in addition to submitting this form.

Action on a request normally takes two (2) to three (3) weeks. Emergency request considerations are very rare.

If you have received funding from Roswell Sertoma within the last twelve (12) months, this request will not be considered.

**MAIL THIS FORM TO THE ADDRESS SHOWN ABOVE.**

Date: \_\_\_\_\_

Legal Name of Organization/Group: \_\_\_\_\_

Name of President or head of organization/group: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person or sponsor for this request (if different from above)  
(name, address & phone #) \_\_\_\_\_

This request is for:  MONEY or  OTHER: \_\_\_\_\_  
(Describe)

If request is for MONEY:

Total amount of money needed: \$ \_\_\_\_\_

Amount of money raised to date: \$ \_\_\_\_\_

Explain (e.g., donations, fund raisers, etc.): \_\_\_\_\_

Amount requested from Sertoma: \$ \_\_\_\_\_

WHY do you need this money/assistance (e.g., further your organization's programs, capital improvements/expansion, etc.)?  
(Explain in detail) \_\_\_\_\_

\_\_\_\_\_

WHEN do you need this assistance? \_\_\_\_\_

WHAT SPECIAL CIRCUMSTANCES or situations should be considered by the Roswell Sertoma Club?

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

STATE the FUNCTION of your organization/group.

(who or what benefits from your organization, what do you contribute to the community, etc.)

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

How many individuals benefitted from your organization in the past year? \_\_\_\_\_

(include attachments, if they will contribute to a favorable decision on your request)

- TURN OVER TO PAGE 2 -

What Percent of your normal operating income is from:

Fund raising	_____
Contributions	_____
United Way	_____
Other civic organizations	_____
Churches	_____
Other (_____)	_____
	<b>100%</b>

**ANNUAL REVENUE AND EXPENDITURE STATEMENT**

*(This must be completed. Failure to do so will result in no consideration of this application)*

**REVENUES:**

Private contributions and grants	_____
Government contributions and grants	\$ _____
Program income ( <i>service fees, sales, special events, etc.</i> )	\$ _____
Welfare, donations, etc.	\$ _____
Miscellaneous	\$ _____
Other (describe _____)	\$ _____
<b>Total Revenues</b>	\$ _____

**EXPENDITURES:**

Salaries ( <i>includes health, retirement, payroll taxes, etc.</i> )	\$ _____
Supplies ( <i>paper, ink, pens &amp; pencils, etc.</i> )	\$ _____
Overhead ( <i>phone, fax, postage, shipping, printing, art work, subscriptions, etc.</i> )	\$ _____
Occupancy ( <i>rent and utilities</i> )	\$ _____
Transportation ( <i>mileage paid, air/bus/plane/train travel, etc.</i> )	\$ _____
Other ( <i>conference/convention costs, awards/grants, assistance to individuals</i> )	\$ _____
Miscellaneous ( <i>dues to national or state organizations, etc.</i> )	\$ _____
<b>Total Expenditures</b>	\$ _____

The Roswell Sertoma Club requires a detailed "Statement of Expenditures" to account for the requested financial assistance within thirty (30) days of its expenditure. Do you object to submitting such a statement?

YES                       NO

Would you acknowledge in the media (newspapers, radio, TV) that Roswell Sertoma made this contribution?

YES                       NO

**The information entered on this form is true and correct to the best of my knowledge and belief.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title or Position, if applicable

**NOTE: All items on this form must be completed for this request to be considered**

This application must be submitted to the Committee for consideration prior to its meeting. Emergency approvals are rare and such requests will only be considered under the most unusual circumstances. Information contained on this application will NOT be released outside Roswell Sertoma without permission of the recipient.