

CLUB FUND Request Form

PAAC has established a PAAC Club Fund to support clubs. Requests for funding are limited to \$500 unless a larger sum can be justified. Requests must be submitted before the proposed activity/project takes place and require PAAC's approval.



Club Fund Goals

It is PAAC's hope that this fund will help PAAC clubs to:

1. Undertake Global Action Projects that make a positive impact on the local community
2. Learn about international affairs, other countries and cultures, and global issues
3. Increase club membership and participation

1. Basic Information

Name of Student making the Request:	
School:	
Grade:	
Student Email and Phone Number:	
Position in PAAC Club: (e.g. President, Treasurer, club member, etc.)	
PAAC Club Advisor: (teacher who will help you to implement your proposal)	
Advisor Email and Phone Number:	

2. Proposal

On a separate paper, provide the following information. Please type your answers in complete sentences. Minimum length: 250 words. Refer to the example proposal for guidance.

- Description of Activity/Project. What do you plan to do? Make a timeline of when you plan to do what. Be specific.
- Purpose. Why does the club want to do this? How will funding from PAAC help your club to accomplish one or more of the Club Fund Goals stated above?
- Estimated Costs. How much money are you requesting? Provide a description for each expense. Don't forget to take into account sales tax, transportation costs, and other relevant fees. Expenses may be listed in Word or Excel.

PAAC will review the proposal. If approved, the project may proceed.

3. Summary Report

Following the activity/project, club members must write and submit a Summary Report within two weeks of the activity/project's completion. The Summary Report must be typed, written in complete sentences, and be a minimum of 250 words. Funds will not be released until PAAC receives a Summary Report. Be sure to include the following:

- Description of Activity/Project. What did you do? Be specific.
- Purpose of funds. How was the money from the PAAC Club fund used?

- Outcomes. How did the activity/project impact your PAAC club and community? Provide quantitative (numbers/data) and qualitative results (stories/quotes) to illustrate the impact and value of the project.
- Reflection. What did your club learn? Would you have done anything differently? Do you feel your club accomplished what it set out to do?
- Pictures. Provide pictures and any supplementary material to help PAAC to understand more fully the value of your activity/project.
- Signatures. If you completed a project, be sure to get the signatures of everyone impacted. This is as simple as asking all attendees to sign a piece of paper. This helps PAAC apply for money from grantors.
- Receipts. Include a scanned copy or photo of all receipts. PAAC can only reimburse expenses that have been identified in the proposal and approved by PAAC, and that are proven with a receipt.

PAAC will aim to send reimbursements to Teacher Advisors within one week of receiving a completed Summary Report. Contact PAAC if an alternative means of transferring funds is preferred. Money will not be sent to students.

Student Statement of Acknowledgement

I understand the reporting guidelines and agree to submit a club report summarizing the use of money received from PAAC within two weeks of the conclusion of the proposed activity/project. I agree to maintain open communication with the Teacher Advisor to keep her/him updated on the progress and status of the activity/project.

Signature of Student

Date

Teacher Advisor Statement of Acknowledgement

I agree to act as Teacher Advisor for the PAAC club's activity/project. As the Teacher Advisor, I understand that any funds provided by PAAC for this project will be sent to me and not to students.

Signature of Teacher Advisor

Date

**Send this form (front and back) and your typed proposal to Jason Shon,
High School Program Director, at hs@paachawaii.org**