



## **Cub Network Funding Request Guidelines**

Any SMA Lower School staff that wishes to receive funding assistance may submit a request following these guidelines:

1. Must be to the benefit of the Lower School students.
2. Submitted on the SMA Cub Network Request Form to any SMA Cub Network officer a minimum of three calendar days prior to the next scheduled meeting so that it can be added to the agenda and the Board and General Membership can be advised prior to the meeting.
3. The form must be signed by the designated SMA Cub Network Liaison to ensure strong communication at all levels.
4. Since there may be questions or additional information needed in order to consider the proposal, the requestor must be in attendance at the meeting to present and discuss the request.
5. After the presentation, the General Membership will take a vote whether to approve the request.
6. Voting criteria for funding will be based on whether or not the request fulfills the purpose of the Cub Network and shall be at the sole discretion of the voting members of the Cub Network.
7. The requestor may not be present during the voting.
8. In the event a member cannot attend the meeting, they will be given an opportunity to cast a vote electronically no later than 24 hours prior to the meeting.
9. A notification will be given to the requestor via phone or email.
10. If approved, a check will be cut or money will be transferred to the appropriate account after submission of an invoice.
11. Any items purchased through a funding request are property of San Marcos Academy and shall remain with SMA for future use.

The purpose of Cub Network:

1. To connect families, faculty, and staff to promote active parent involvement for the benefit of all students at San Marcos Academy.
2. To provide funding for projects, classroom needs and events of the Lower School at SMA that fulfill the objectives of the Cub Network as approved by membership.

Contact Information (for Lower School Staff member):

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Please include a brief description of the funding request:

Amount requested: \$ \_\_\_\_\_

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