



## **Bear Network Funding Request Guidelines**

Any SMA organization or department that wishes to receive funding assistance may submit a request, which must be:

1. Submitted on the SMA Bear Network Request Form to any SMA Bear Network officer a minimum of three business 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.
2. The form must be signed by the designated SMA Bear Network Liaison to ensure strong communication at all levels.
3. 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.
4. After the presentation, the General Membership will take a vote whether to approve the request.
5. Voting criteria for funding will be based on whether or not the request fulfills the purpose of the Bear Network and shall be at the sole discretion of the voting members of the Bear Network.
6. The requestor may not be present during the voting.
7. 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.
8. A notification will be given to the requestor via phone or email.
9. If approved, a check will be cut or money will be transferred to the appropriate account after submission of an invoice.

The purpose of Bear 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 of college scholarships and other projects as approved by membership that fulfill the objectives of the Bear Network.

SMA Organization or Department: \_\_\_\_\_

Contact Information:

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Please include a brief description of the funding request:

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

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