

REQUEST FOR CHARTERED CLUB MARKETING FUNDS

Instructions

Donations made by clubs to RCSC, excluding those made in lieu of rental or setup fees, shall be used for the promotion and marketing of RCSC Chartered Clubs and their events and activities. Clubs may request financial assistance in promoting and marketing a club event or activity by making a request to the RCSC Director of Operations. Clubs should not expect to receive marketing assistance greater than their annual contribution to the RCSC. Following are instructions that will help you through the application and review process.

1. The Request for Chartered Club Marketing Funds form (BP:12-12) is available on the RCSC website at www.suncityaz.org under the Clubs tab. Just click on "club forms". You may also pick up a hard copy of the form at the Clubs office if you do not have computer access.
2. Please be sure to complete all the information requested on the form or the request may be returned without review by the Director of Operations, who will approve or deny all requests.
3. If all information cannot fit on the form, please indicate on the form "see attached" and attach any documents necessary.
4. When the form is complete, submit it to the RCSC Clubs Office, lower level at the Lakeview Center, 10626 W Thunderbird Blvd (623-561-4660); email clubs@suncityaz.org.
5. Clubs office will review the form and if complete, will deliver request to the Director of Operations for review.
6. After review by the Director of Operations, the request will be returned to the Clubs Office, who will notify the Club of approval or denial.

If you have any questions, please contact Chartered Clubs Supervisor, Myrna DeBruyne, at the Clubs Office: 623-561-4662 or via email at mdebruyne@suncityaz.org

Club:	Date of request:	
Name or Type of Event:	Date(s) of Event:	
Location:	Times:	
If you are asking for payment of specific items for the event, please provide the following information. If you have receipts for any items listed, please attach copies of the invoice/receipt.		
Description	Estimated cost	Actual cost (if known)
Has the event been approved by the RCSC Board as an RCSC Sanctioned event?		
Expected Attendance:	Is this a yearly event?	

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Is the event sponsored by any person/organization?	If yes, who?	
What benefits does the sponsor provide?		
List the anticipated club sponsor's income and expense in the rows to the right. If additional room is required, please attach a separate sheet with details.	INCOME	EXPENSES
List the Club's anticipated income and expenses in the rows to the right. If additional room is required, please attach a separate sheet with details.	INCOME	EXPENSES
Has the club hosted this event in the past?	If so, when?	
How many attended the event in prior years?		
Describe how this event will market your club, and what you hope to achieve:		
If you are not planning a specific event but are requesting funds to market your club, please describe what the funds will be used for?		
Club President	Phone:	
	Email:	

(For Clubs Office Use Only)

Received by Clubs: _____ To Director of Operations _____

Approved: _____ Club Notified: _____

Denied: _____ Club Notified: _____

Reason: _____

Additional information needed: _____

Club Notified: _____