

# Silver Bay YMCA Council Allocations Request Form

Silver Bay Council provides needs-based funding for projects, purchases and programs of Silver Bay which fall outside the annual budget. A friend of Silver Bay, Council, Administration, Full-Time Staff or Board of Trustees may submit an allocations request.

Once your request is received, the Council Allocations Committee will review and determine if appropriate to present to Council for vote. A simple majority vote, taken during a scheduled council meeting, is required to allocate funds. The requestor will then receive an email with a signed approval of the request. **PLEASE NOTE:** Requests must be received two weeks [prior to a scheduled Council meeting](#) to allow for adequate consideration.

Please submit this form via email to [SilverBayCouncil@gmail.com](mailto:SilverBayCouncil@gmail.com), attention Allocations Request.

Date of Request:

Request Made By:

Contact Information for Person/Department Making Request

Telephone:

Email:

Amount of the Request:

Please provide web link if available:

Purpose of the Requested Funds:

Anticipated Order Date:

Name of person with oversight or responsibility for the completion of this purchase:

**FOR COUNCIL USE ONLY:**

---

DATE ALLOCATION APPROVED:

AMOUNT APPROVED:

PO#:

SIGNED: