

Kiwanis Club of Alpine Guidelines for Funding Requests

Our Mission: The Kiwanis Club of Alpine is part of a global organization of volunteers dedicated to changing the world one child and one community at a time.

We provide service to our local community and support activities compatible with our mission statement. We suggest you adhere to the following guidelines:

- Requests must be received by the president or secretary at least one week before a scheduled board meeting. Our Board meetings are held at the Alpine Community Center 1830 Alpine Blvd. Alpine, on the 1st Wednesday of each month at 6:30 PM. Requests should be mailed to the Kiwanis Club of Alpine, P.O. Box 306, Alpine, CA 91903 or emailed to president@alpinekiwanis.org and secretary@alpinekiwanis.org.
- Requests will be forwarded to the board members for review prior to the board meeting and you may be contacted for additional information. You will be asked to appear before the board to present or clarify information.
- Funding may not be requested as part of a lobbying or political support effort.
- If your request is approved for funding, a check will be mailed within two weeks.
- We would appreciate a brief **follow-up report** after your activity or service is completed. The report should include a summary of the event, number of people served, lessons learned in completion of activity or service and any promotional materials used.