

## EXPLANATION OF SPAA ACTIVITIES BUDGET REQUEST PACKAGE

The Seattle Police Athletic Association, Inc. has developed the attached “Activities Budget Request Form” packet to assist both you and the Board in facilitating the budget process. In addition to this explanation, you should have an “Activities Budget Request Form” with an “Activities Roster Form” on the back and a “Committee Assignment” form.

The two critical documents are the request form and the roster form. These will form the basis of the budget process. ***Please type or print clearly.*** Both forms must be filled completely for your budget request to be considered.

- The activity name should be self explanatory (basketball, baseball, soccer, etc.)
- The point of contact/manager is you or the person that will manage the team/activity.
- POC phone numbers - give us enough that we can contact you for any clarification.
- Date of request is the date you fill it out or present it to us.
- Amount requested - again self explanatory.
- Are all participants SPAA members? - very critical. Non-SPAA members cannot participate on teams or in activities sponsored by the SPAA.
- We need a complete roster of all participants. You will notice on the roster form a place for the name, serial #, unit/# of each participant. There is also a column for “affiliation” which indicates that the participant is an associate member, spouse, etc.
- The “Reasons” section is for you to indicate any special requests or descriptions of the activity and why SPAA should sponsor the activity.

There is a section under a double line that is reserved for the Board’s use - ***do not write below that line.***

It is your responsibility to get the Budget Request to the Board in time for it to be considered. Late requests will be dealt with on a funds available basis.

If you have any questions re: this packet, feel free to contact any Board member or call the SPAA business office (762-7468). NOTE: the SPAA business office is staffed part-time so a response may slow in coming. Your fastest option is a Board member.

**COMMITTEE ASSIGNMENTS/ACTIVITIES FOR THE 2004-2005 FISCAL YEAR:**

**ANNUAL MEETING: Martin (Chair), , Katzer**

**BASEBALL: Katzer**

**BASKETBALL: Katzer**

**BOWLING: Skaar**

**BUILDING COMMITTEE: All Board members**

**GOLF: Bernasconi**

**CHRISTMAS PARTY: Katzer**

**GYM EQUIPMENT:**

**MEMBERSHIP: Heard**

**POLICE OLYMPICS: Torrescano**

**SHOOTING EVENTS: Skaar**

**SKI CLUB: Bernasconi**

**SOCCER: Unger**

**HOCKEY: Cason**

**OTHER SPORTS:**





<b>ACTIVITIES:</b>	<b>P.O.C./Manager</b>
BASEBALL #1	KATZER
BASEBALL #2	MARTY BISCH
BASEBALL #3	BRENDA BURROWS
BASKETBALL #1	KATZER
BASKETBALL #2	MIKE CHIN
BASKETBALL #3	GREG SCHMIDT
BOWLING TEAM	TOBY DELGADO
GOLF TEAM	CHUCK McCLURE
GOLF # 2	HYBAK
HOCKEY	TERRY JACKSON
POLICE OLYMPICS	KLOSS
SOCCER # 1	DAN MELTON (GK)
SOCCER #2	MARY ANN UNGER
SOCCER # 3	JOE BAUER
SPORTS RESERVE	BOARD
ANNUAL MEETING	ANN MARTIN
CHRISTMAS PARTY	KATZER
GRAM PICNIC	*
GYM EQUIPMENT	KRAUS
HONOR GUARD	ROGER DIXON *
M/C DRILL TEAM	JULES WERNER #
PISTOL TEAM	TOM GIBONEY #
RIFLE TEAM	JOHNSON
SKI ASSOCIATION	DREW DOWD
SPECIAL OLYMPICS	KLOSS
SPRINT CAR	MARK KUEHN