



# The Moody Spouses' Club

{[www.themoodyspousesclub.com](http://www.themoodyspousesclub.com)}

The Moody Spouses' Club raises money to provide scholarships and charitable donations to our military community, residential community and schools.

## **Guidelines:**

- 1) The welfare request is in writing, dated, signed and on the organization's letterhead
- 2) The request is for a specific event, purpose, and for a specific amount (Copies of vendor quotes would be helpful)
- 3) The request needs to provide a contact name, physical address, email address and phone number
- 4) The request needs to inform us to whom we endorse the check and when the funds are needed

Please mail your donation request to:

MSC  
PO Box 51  
Moody AFB, GA 31699  
Attn: Welfare Request

## **Process:**

Each welfare request is reviewed by the president for completeness. On the fourth week of each month, the executive board meets and reviews all request letters. Requests that exceed \$500 need approval from the entire MSC Board. We democratically vote on three things.

- 1) The validity of the request (does the request meet our guidelines?)
- 2) Our ability to fulfill the request
- 3) The dollar amount we fulfill

**If your welfare request has been granted during the current fiscal year (Aug - May), please refrain from submitting another welfare request until the next fiscal year. Our policy is to grant one request per organization, per event, per year.**

Please note that our ability to fulfill welfare requests is solely dependent upon our fundraising success during the current fiscal year. Although we may have a desire to fulfill your welfare request, we may not have the funding to do so at the time.

If the board votes to partially fund your request, we will contact you first. You will have the opportunity to accept the donation for the partial amount, or withdraw the request in order to re-submit at a later date for either the same purpose, or for a different one. If you choose to withdraw your request, or if your request was denied, you're able to request another donation during the same fiscal year.

## **Questions:**

Should you have any questions, feel free to e-mail Kristen Hopkins @ [tandkhopkins@att.net](mailto:tandkhopkins@att.net)

***This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status. AF134-223/10.1***