



Committee: _____

Date: _____

Chairperson: _____

Kiwaniis Year: _____

To be completed by the Committee Chairperson and submitted to the District Secretary and supervising District Trustee no later than June 30th.

Committee Goal	Completion Date

The Capital District, Kiwanis International administrative year runs from October 1 until September 30 of the following year.

For each budget item listed above fill in the item, the reason you are requesting these funds and the amount requested. Be explicit with your request. "Travel" is not an acceptable item. The purpose and projected mileage is if it is in keeping with your goals.

Some items you may want to consider are:

- Committee meetings including travel by committee members
- Handouts and materials, such as paper and printing to prepare handouts for training sessions or meetings [Electronic communications should always be used as a first option.]
- Training for committee members

Budget Item	Rationale	Amount

Return by email to District Secretary-Treasurer Jeffrey Wolff (jeffrey.wolff@capitaldistrictkiwanis.org) and send a copy to your supervising trustee.