

Michigan Sheep Producers Association

ASI Wool Outreach Guidelines & Reporting

Wool Outreach monies must be spent by August 31 of the current year. Funds will not be provided for an event taking place after August 31 in 2017. Those requests can be requested from the following year's Wool Outreach Funds. Program must be completed by August 31 and a written report submitted to MSPA Executive Director so documentation can be sent to ASI by September 8, 2017. Documentation must be received by Michigan Executive Director by September 1.

Request for monies from MSPA

Year requesting monies _____

Name of Organization _____

Event Coordinator _____

Street _____

City/State/Zip _____

Email address _____ Phone # _____

Dollars requested _____

Dates of event _____

Brief description of event

_____ Approved

OVER for required documentation

Below is a list of ALL documentation requirements

- * Brief description of activities conducted with corresponding photos
- * List costs and expenses. Provide copies of receipts, invoices and check copies
- * Provide any printed program given out and/or outline of what took place
- * State how many people participated in the event itself
- * Approximately how many people were observers
- * Provide pictures

Written report is due to the Executive Director following the event or by September 1. Dollars will be paid once the report is received by the Executive Director.

**Maury Kaercher
Michigan Sheep Producers Assoc.
Executive Director
5859 E E Avenue
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