APPENDIX 1:

SAME Request for Resource Support

(Communities of Interest (COIs), Posts and other Programs)

NOTE:
SUBMIT THE COMPLETED REQUEST IN ACCORDANCE WITH THE TIMELINE TO BOTH THE APPROPRIATE NATIONAL or REGIONAL OFFICER AND NATIONAL OFFICE STAFF LIAISON

DATE of REQUEST: Click or tap to enter a date.

REQUESTOR: Indicate COI / Post / Program and Point of Contact: Click or tap here to enter text.

DESCRIPTION OF THE PROGRAM/SUPPORT REQUESTED:

Click or tap here to enter text.

EXPECTED OUTCOMES / IMPACTS: What will the program accomplish, what outcome or impact will be achieved?

Click or tap here to enter text.

HOW WILL OUTCOMES / IMPACT BE MEASURED: Describe how outcomes will be measured or assessed.

Click or tap here to enter text.

HOW DOES THIS REQUEST SUPPORT THE SAME STRATEGIC PLAN AND/OR POST STRATEGIC PLAN: Describe how this request specifically supports the SAME Strategic plan and/or your Post Strategic Plan.

Click or tap here to enter text.

HOW DOES THIS REQUEST SUPPORT THE ANNUAL WORK PLAN: Specifically, how does this request support one or more elements of your Annual Work Plan?

Click or tap here to enter text.

TYPE OF SUPPORT REQUESTED: Indicate whether the request is for *monetary* and/or *other* support

Click or tap here to enter text.

AMOUNT OR QUANTITY REQUESTED:

- Provide a basic budget (enter or by attachment), description of the funding usages such as travel, stipends, materials, software acquisition, contracted support, work hours, etc.:

Click or tap here to enter text.

- One-time request or ongoing support: Is the request for a one-time or ongoing program?

Click or tap here to enter text.

TIMING FOR THE REQUESTED SUPPORT: When is the support needed and over what period?

Click or tap here to enter text.

FOR PROGRAM, POST OR REGIONAL SUPPORT, WHAT SUPPORT IS NEEDED FROM COIs: How can COIs provide assistance with speakers (Knowledge Network), webinars, and other non-monetary support?

Click or tap here to enter text.