



Agricultural Marketing Club Project ND Career and Technical Education



Criteria for Approval of Facilitators Request for Funding

1. Facilitators must request funding for both year one and continuation clubs prior to January 1 of the current enrollment year.
2. Clubs must submit the following prior to January 1 of the current enrollment year:
 - Constitution & By-Laws of the club (year one only)
 - List of the club officers including contact information
 - Membership roster
 - Primary facilitator with contact information
3. Clubs will be eligible for funding for up to three consecutive years pending availability of funds.
4. Membership in each club will be a minimum of eight members not to exceed 36 members.
5. Each club will meet a minimum of eight times per year.
6. 24 hours per year shall be used for presentation of the curriculum.
7. A record of member attendance for the year shall be submitted prior to June 1 of the current enrollment year.
8. \$850.00 will be paid directly to the designee of each of the approved clubs upon completion and submission of:
 - Record of attendance
 - The completion of the [Non-Employee Travel Reimbursement Claim form](#).
 - The completion of [Substitute IRS Form W-9](#).

These forms must be returned to ND Career & Technical Education **NO LATER THAN JUNE 1** of the current enrollment year.

Submit to:

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