



## Catalina United Methodist Foundation Distribution Request Form

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### Overview and Instructions

This form is to be used by individuals or work areas seeking a distribution from one of the endowments within the Catalina United Methodist Foundation (note that all scholarship requests must be made by applying to the Catalina UM Foundation Scholarship Committee). This completed form with all necessary signatures is required before funds can be distributed from an endowment.

The form includes 3 sections.

- In Section I the Requestor identifies the Endowment to be the source of the funds for the requested distribution (See description of the current endowments).
- In Section II the Requestor documents the dollar amount of the request, the date funds are required and the use of the funds. This is necessary to insure distributed funds from a given endowment are in line with the wishes / intent of the donor(s) who established the endowment and sufficient funds are available to meet the request.
- Section III is the signatory page.

For example, the Catalina Day School is specifically supported by the Catalina Day Care endowment. All requests from this endowment must be submitted to and approved by the Director of the Catalina Day School; who is the authorized Requestor for that endowment. Once a distribution request is approved by the Requestor, they will need to secure approval (signatures) from the Chair of Stewardship and Finance and the Senior Minister or their designees.

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**Section I – Select Endowment:** Please check the box in the left-hand column to indicate the endowment from which you are requesting a distribution. The right-hand columns indicate the appropriate requestors and signatures for the endowments.

		Signatures Required	
<b>Unrestricted Funds &amp; Endowments</b>	Requestor	Primary Signature all requests must be counter signed by the Senior Pastor or designee.	
	Program & Property	Stewardship and Finance	Chair of Stew. and Finance or designee
	Lillian Brown Fund	Stewardship and Finance	Chair of Stew. and Finance or designee
	George and Marion Waudby	Stewardship and Finance	Chair of Stew. and Finance or designee
<b>Restricted or Designated Funds &amp; Endowments</b>			
<b>Scholarship Funds</b>			
	Alma Clayton Scholarship	CUMF Scholarship Committee	Chair of CUMF or designee
	Briggs Scholarship	CUMF Scholarship Committee	Chair of CUMF or designee
	George & Elsie Nelson Schol.	CUMF Scholarship Committee	Chair of CUMF or designee
	Ministerial Scholarship Fund	CUMF Scholarship Committee	Chair of CUMF or designee
	Sarah Williams Scholarship	CUMF Scholarship Committee	Chair of CUMF or designee
	Webb and Jarean Bond Fund	Dir. of Christian Education or Youth Director	Chair of Stew. and Finance or designee
	Olon Keith Leathers Fund	CUMF Scholarship Committee	Chair of CUMF or designee
<b>Program Support Funds</b>			
	Catalina Day Care Fund	Director of Day School	Chair of Stew. and Finance or designee
	Senior Adult Ministries	Director of SAM	Chair of Stew. and Finance or designee
	Music Fund	Director of Music	Chair of Stew. and Finance or designee
	Missions Fund	Missions Committee	Chair of Stew. and Finance or designee
	Betty High Memorial	Dir. Educ. & Youth Ministry	Chair of Stew. And Finance or designee
<b>General Support Funds</b>			
	Davies Stephen Ministries Fund	Stephen Ministries Coordinator	Chair of Stew. and Finance or designee
	Library Memorial Fund	Director of Christian Education	Chair of Stew. and Finance or designee
	Memorial Garden Fund	Trustees	Chair of Stew. and Finance or designee
	Larson/Multhaup Fund	UMW Officers	Chair of Stew. and Finance or designee
	Stan Brown Endowment	Senior Pastor	Chair of Stew. and Finance or designee



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### Section II. - Request Summary

Request Amount    \$ \_\_\_\_\_

Date funding is required    \_\_\_ / \_\_\_ / \_\_\_

Date (MM / DD / YYYY)

**Reason for Request**

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## Catalina United Methodist Foundation Distribution Request Form

### Section III – Signature Page

Per the Catalina United Methodist Foundation Policy for distribution of funds from an endowment; signatures are required from the authorized persons or designees per the Signature Matrix in Section II.

#### REQUESTOR

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_ / \_\_\_ / \_\_\_  
Date (MM / DD / YYYY)

#### PRIMARY SIGNATURE AUTHORITY

#### COUNTER SIGNATURE AUTHORITY

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
PRINT NAME

\_\_\_ / \_\_\_ / \_\_\_  
Date (MM / DD / YYYY)

\_\_\_ / \_\_\_ / \_\_\_  
Date (MM / DD / YYYY)