



Brooke Army Medical Center Auxiliary

PO Box 340534
San Antonio, TX 78234

TO: BAMC, Directors of Volunteer Services and Fort Sam Houston

FROM: Amy Robitschek, Welfare Chair, BAMC Auxiliary

DATE: 23AUG2019

SUBJECT: Applications for Welfare Funds Distribution

The BAMC Auxiliary is excited to be offering requests for grant proposals again this year.

The requests should be for items that benefit your unit or department, which are not normally purchased through your budget or purchasing process. *Highest priority will be given to requests directly affecting patient care and education.* We do not fill requests for food or staff events. While not every request can be filled, all applications will be carefully considered. Please understand that the approval process is time consuming and requires a progression through the BAMC Auxiliary and the BAMC proffer. Please take this into consideration when placing your request and planning your needs.

Due to the amount of time needed to review requests, prioritize needs, and research items **all forms must be submitted no later than 15NOV2019**. Requests received after this date will not be considered. It is important that the application is submitted in an editable format such as Microsoft Word, Excel, etc. to streamline the purchasing process.

A reception to recognize awarded grants will be held on **31MAR2020** from 1030 to 1130. *A representative from your agency must be present.* More details will follow.

If you have any further questions, please do not hesitate to contact me.

Sincerely,

Amy Robitschek
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