- All programs must submit a budget (Form 3000-E) for the program year. This includes those programs not requesting funding.

- All budget proposals must be received by the Leader of the Regional Leadership Team by MAY 15th.

- Budget proposals will be approved/not approved by a minimum of three (3) members of the Regional Leadership Team, one (1) of whom must be the Regional Leader.

- Budget proposals will be approved/not approved by the Regional Leadership Team and photocopies returned to the Head Coach by June 30th.

- Only items approved on budget proposals will be considered for reimbursement by the Regional Treasurer. Requests for items not budgeted, but essentially required by the program, must be submitted to the Regional Leader for discussion by the Team. The requisitioner will be informed of a decision within two (2) weeks of receiving the request.

- In the event that a requisition is not approved, the requisitioner will be contacted by phone and a written explanation giving pertinent details for non-approval will be sent to the requisitioner within two (2) weeks of receipt of the requisition form.