**Instructions:** Please complete this form if your SIGMAA is planning a project or event that requires use of SIGMAA funding and submit it to communities@maa.org. Before submitting, ensure that your SIGMAA has sufficient funds to cover the expense. This form will be submitted with your expense receipts if approved. You will be notified if your request is denied.

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| **SIGMAA** |  |
| **Submission Date** |  |
| **Submitted by** |  |
| **Email address** |  |
| 1. **Project Information**
 |
| **Project title** |  |
| **Briefly describe your project**  |  |
| 1. **Mission Alignment**
 |
| **Please copy your SIGMAA’s mission from the charter.**  |  |
| **How does this project align with the mission of your SIGMAA?** |  |
| **MAA Mission** | The mission of the MAA is to advance the understanding of mathematics and its impact on our world.  |
| **How does this project align with the mission of the MAA as a whole?** |  |
| 1. **Budget**
 |
| **List all expenses of the project.** | **Expense** | **Notes** | **Amount** |
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| **Total** |  |

**SIGMAA Chair Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 *(sign or attach email indicating approval)*

***FOR INTERNAL USE ONLY***

MAA Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_