

## Instructions For Fiscal Year 2006 Appropriations Request

These instructions are intended to provide guidance in filling out the file 'Appropriations Request Form'

1. Download 'Appropriations Request Form' to your computer
2. Fill out the template completely and be as concise and as specific as you are able. Simply click on the field and type the information.
3. Enter dollar amounts in long form with commas (e.g. \$1,000,000).
4. If a professional lobbying firm or other entity is representing your organization, provide that information. In the same way, provide details as to where the project is intended to be located.
5. In the field title "priority", please enter the priority number if you have multiple requests. Enter the total number of requests submitted by your organizations have two requests, be sure to indicate that the request is number two of two total requests and which is the first priority for your organization.
6. Keep justification, purpose, language and history brief. Text that does not fit into each box will not be displayed or included.
7. Review the form to ensure you have the correct information needed to complete it.
8. Once your form is completed, save the document with a unique file name that indicates your organization. For example: Community Care Project.doc
9. Attach the newly name file to an e mail addressed to [paul.webster@mail.house.gov](mailto:paul.webster@mail.house.gov)
10. Please bring a hard copy of the request with you to any meeting with Congressman Weldon or his staff, along with any additional information you will be providing on the request.

**ALL SUBMISSIONS DUE BY MARCH 10th 2005**