

Parent Council Funding Request Form

*Please print legibly. Refer to the Funding Policy or Parent Council Treasurer for guidance. Please attach all supporting documents.

Name of Requestor(s): _____

Project/Purpose Title: _____

1. Purpose of the funding request. For which grades or students would the request benefit?

2. List the total amount of funds required for the project and/or materials. Provide the scope of the work, if a project, and expense details to include supporting documentation of cost of materials and labor.

3. Provide supporting documentation to justify best value. For example, cost comparison, other funding sources, and donation sources.

4. For projects that will need to be managed and monitored, who will be responsible for coordinating with the Parent Council Treasurer to keep financial records and provide a progress report on the utilization of funds?

Signature of Requestor(s): _____ Date _____

Signature of PC Chair: _____ Date _____