

McCleskey Middle School Foundation Funds Request Form

Please submit a pdf version of this document to Mrs. Carlsen in the Front Office.

This form should be submitted a minimum of ONE MONTH prior to the date funds/materials are needed.

A notification will be emailed once your request has been reviewed.

Priority is given to requests that:

- Provide an experience, service, or resources that is not funded by other programs.
- Has impact on a significant number of students, staff, or specialized population.
- Educational role of the request.
- Provides ongoing benefit to the McCleskey community.
- Meets the requests for information as stated by this form.

Please complete the information below:

- Name: _____
- Primary contact email: _____
- Total amount requested from the foundation? _____
- Date requested materials are needed: _____
- Area of focus:
 - o Science
 - o Technology
 - o Engineering
 - o Arts
 - o Math
 - o Health
 - o Other (Please specify) _____
- Grade Level Focus:
 - o 6th
 - o 7th
 - o 8th
 - o Special Education
 - o Other (Please specify) _____
- Community Reach:
 - o How many staff will benefit? _____
 - o How many students will benefit? _____
 - o How many parents will benefit? _____
 - o How many community members will benefit? _____

Below provide a detailed description of the project and how it will benefit the McCleskey community. Please include as much information as possible to help the board with the decision-making process, including (but not limited to): the vendor, item description, amount, as well as any other supporting documentation. When submitting this form for review, please include prices, quantity, and where to make the purchase. Upon approval, your requested items will be purchased by the foundation.

