



QUEST ACADEMY REQUEST for FUNDS from the GIFTED ADVISORY COUNCIL

Please fill out all of the applicable fields. **Field trip request** must include areas marked with an asterisk (*).

*Name of person requesting funds: _____; *Position: _____

*Is this a field trip fund request? _____; *Teacher & Grade: _____

Please note that all field trip fund requests require **at least 72 hours of advance notification prior to the date the funds are due

*Today's date: _____; *Date of field trip: _____

*Total amount requested: _____; *Date funds are needed: _____

*Has the parent/guardian agreed to contact the teacher regarding upcoming volunteer opportunities?
YES: _____; NO: _____

Please give a brief summary of how the requested funds will be used to benefit Quest Academy students: _____

Can the item(s) the fund request is/are for be demonstrated at an upcoming GAC meeting? _____; If YES, when? _____; If no, please give an explanation (continue on back if more room is needed)

Except in the case of a field trip fund request, all fund requests must be **signed off** first by the Principal of CK8 and then Director of Exceptional Student Education (ESE) to ensure other funding sources have been explored.

1. Principal of CK8: _____ **2. Director of ESE:** _____

With the exception of field trips, if your fund request is selected to be presented to GAC you will be notified at least 3 weeks prior to the meeting. A brief presentation that includes a request for funds must be made during a formal GAC meeting to the entire board. Please be prepared to answer all questions and provide a demonstration, if possible. It is also requested that if you have any documented information on the item(s) you are requesting funds for, that you also be prepared to distribute 21 copies to the GAC board.

Requester Signature: _____ Date: _____

Approved by GAC

Not Approved by GAC