

REQUEST FOR FUNDS FORM

Mission Statement – The Gilbert Education Foundation is dedicated to enhancing, enriching, and supporting the quality educational programs in the Gilbert School District, by providing funds for the purchase of materials, equipment and providing exceptional experiences for our children that foster learning and enable students to reach their educational goals.

This form is to be used for any previously approved (Section A) or new requests (Section B) for funds throughout the school year by any staff member of the Gilbert Community School District.

SECTION A: Previously authorized/approved request by the Foundation Board

Consult your administration for questions of confirmed approvals. Submit your request form (section A only) to Superintendent Lindsey Beecher and your building principal. Mr. Beecher will then submit your request to the Foundation Finance Committee.

Date: _____

Name: _____

Position: _____ Building _____

Email Address: _____

Item Requested: _____

Amount Requested: _____

Date Request Needed By: _____

SECTION B: New Request

Please follow the steps below for your submission of a new request.

- Submit your request form (Section B only) to Superintendent Lindsey Beecher and your building principal. Mr. Beecher, upon approval, will then submit your request to the Foundation Finance Committee, which in turn will present the request to the Foundation Board for their approval/vote.
- You will be notified if and when it gets approved.

Date: _____

Name: _____

Position: _____ Building _____

Email Address: _____

Project Title/Item Requested: _____

Amount Requested: _____

Date Request Needed By: _____

One Paragraph Summary Description: Please include within your description an explanation of how your request meets the mission of the Foundation. Also include the following:

- goals and outcomes for the project/item requested
- when do you anticipate implementing the request
- approximately how many students will be utilizing your request
- how would this request enhance your classroom and students

- detail your budget request, include specific information including shipping and handling costs (if this applies to your request)

