SAN DIEGO HIGH SCHOOL FOUNDATION, INC.

Funding Request Form

Download and fill electronically before printing. If handwriting, use **blue or black ink** only.

Date:	**Phone:** *(optional)*
Name: *(teacher/staff)*)	**Club/Org.**:
Email:	**Amount Requested: $**
Who will benefit ***(****and how many*):	
Need/Use of requested items? *(Type in the space below, use additional sheets if needed)*	
Attach supporting documentation, <u>including pricing information</u>. *Be prepared to present this request at our next Foundation meeting.*	

Note your other funding sources here:			
Funding source	**Request Date**	**Amount requested**	**Amount given***
Alumni Association		$	$
Parent Connect		$	$
Club/fundraising		$	$
Other:		$	$

* If you are waiting for a decision from a funding source, enter ***PENDING***

CHECK INSTRUCTIONS
Payable to: (Vendor, teacher/staff) **Memo line**:
Check should be: *(choose one)* ☐ *Delivered to school.* ☐ *Mailed.* **Complete mailing address:**

PRINCIPAL APPROVAL REQUIRED. *The Foundation will not vote on this request without the Principal's signature.* **RECOMMENDED FOR APPROVAL:** ☐ Yes ☐ No **Principal name:** **Principal signature:** **Date:**	Submit this form to the School Secretary, **Joanna Salazar**, at least **<u>7 days</u>** before each board meeting (2nd Tuesday of each month). The last meeting of the school year for funding considerations is **<u>April</u>**.
Foundation recommended for approval: ☐ Yes ☐ No **Date:**	
Amount granted:	**Funding source:**

If there are residual funds after its purposes are accomplished, they should be returned to the SDHS Foundation.
REMINDER: Funding requests are at a first come first paid basis, so submit ASAP!