

Request for CdS School Council Funding Application

(revised November 2014; revised May 2018)

Five Key Questions: Does the Request Meet the Criteria for Using Tax Credit Funds?

1. Is the activity sponsored by the district/school?
2. Is the activity for enrolled students?
3. Is the activity optional?
4. Is the activity non-credit?
5. Does the activity supplement the district/school's educational program?

If the answer to any of the above questions is "No," your activity is not considered extracurricular and can therefore not use tax credit funds.

Complete the application, attach the following documents and submit to the Principal's office:

- List of students (with student numbers) who will be involved in this funded activity
- Approximate budget for the year (income and expenditures)
- Cost-based estimate (specify estimated amounts for each: transportation, lodging, meals, and fees)
- An itinerary for the trip or event (if applicable)
- Printout from the bookstore stating account balance
- A plan/list for all sources of revenue for the project (name of source other than School Council and amount)

Guidelines:

- \$350 per participant maximum; a roster of students' names with ID numbers must be submitted along with the application for funds.
- \$10,000 limit per club per year
- Any money not used for specified activity/event/competition must be returned to the General Fund
- Student expenses are priority; however, each request will be weighed on its own merits.
- The activity/event/competition must be an extracurricular activity/event/competition that directly benefits students. Academic-related extracurricular activities are a priority; however, each request will be weighed on its own merits.
- Funding requests must be received and reviewed one month before voting on the request (unless the club can show that the need for funding is time sensitive); no funding requests for the current fiscal year will be accepted after the April meeting.
- The activity sponsor or an appropriate representative must be present at the School Council meeting to answer any questions from School Council Members regarding the funding request.
- Approved minutes must be submitted to Bookstore along with funding grant for funding to be granted to club or organization.
- NOTE:** General tax credit funds will be used for students enrolled at Corona del Sol only; funding to clubs whose membership are comprised of multiple schools will be limited to Corona students.

School Club _____ Date of Request _____

Subject Area _____ Date Funds Are Needed _____

Teacher / Sponsor _____

Email Address _____

Activity Title _____ Activity Date _____ Activity Location _____

Amount Requested \$ _____ Total Funds Needed For Activity \$ _____ Club Account # _____

How often does your club/organization meet? _____

Total number of members of club/organization _____

Total number of students participating in the funded activity _____

How much has your club/organization fundraised for this event? \$ _____

Does your club/organization have a Booster Club? _____

Number of times funds has been requested in the past two years _____

How much money did your club/organization request? \$ _____

How much money did School Council grant your club/organization \$ _____

How often does this activity/event/competition for which you are seeking funding occur?

Rationale for the funds requested:

How will this activity/event/competition impact the school and/or the student body?

What is the educational value of this activity/event/competition?

How will this activity benefit the community? _____

Give any other pertinent information that would impact the funding decision:

For School Council Use Only:

Council Decision: Approved Denied Tabled (Circle one) Date Of Decision _____

Date Submitted _____ Date Of Transfer _____ Date Of Club Notification _____

Amount Approved \$ _____ from Tax Credit General Fund Account # _____

Explanation (if denied or tabled) _____

Principal's Signature _____

FUNDING FOLLOW UP:

As a part of the School Council funding process, recipients are required to attend the Site Council meeting following the club's activity/event/competition to provide a report; we want to know how the money School Council approved for your activity/event/competition was used, and what experiences you gained from this activity/event/competition. Please use the following below to help guide the preparation of your 5-10 minute presentation (which can be as simple as an oral presentation to the council or as fancy as a PowerPoint, Prezi, or video).

- Please list/identify specifically how the School Council funding was spent.
- Please list your fundraising efforts; other than the funding from School Council, how else did your club or organization raise money for this activity/event/competition?
- What did your club gain from participation in the activity/event/competition?
- How will you use the experience you have gained from this activity/event/competition individually? As a group/club?
- **OPTIONAL:** Include 3-5 photos (if giving a PowerPoint, Prezi, or oral presentation) that highlight the activity/event/competition.

NOTE: If your club/organization does not provide School Council with a follow up report of use of funds, it could jeopardize approval of future funding requests from your club or organization.

- \$350 per participant maximum; a roster of students' names with ID numbers must be submitted along with application.
- \$10,000 limit per club per year
- **Any money not used for specified activity/event/competition must be returned to the General Fund (i.e. if a club requests \$4900 for competition/registration fees for 14 students and only 10 students go, then the club should return the \$1400)**
- Student expenses are priority; however, each request should be weighed on its own merits.
- Academic-related extracurricular activities are a priority; however, each request should be weighed on its own merits.
- Funding Requests must be received one month before voting on the request (unless the club can show that the need for funding is time sensitive)
- Minutes must be submitted to Bookstore along with funding grant for funding to be granted to club or organization.