

Foster School Fund Requisition Form Instructions



1. Begin by completing the ***Foster School Fund Requisition Form (see below)***. Please give as much detail as possible to help the governance board better understand the request and how these funds will impact students/staff/services and Foster's instructional, CSIP or Charter goals. This form is to be completed for fund requests for projects that are up to an estimated \$800.00 in value. A considered project should help better the school community in some fashion.
2. Submit the completed form to a governance board member, or email it to Kraig Knorr, Governance Board Treasurer, at: kraigrknorr@gmail.com. The form will be shared with the Business Services Committee.
3. The Business Services Committee will review the request. Please be aware that any person requesting funds may attend the budget committee review if she or he wishes to do so. It may be to his/her benefit to attend the committee meeting to answer any questions that may arise. Committee meetings occur in bi-monthly cadence on the months the full board does not meet.

NOTE: The committee now has the option to share/debate/approve fund requests via email correspondence to expedite the process. Committee members may contact the requester via email for additional information on the request.

4. If the request is passed through the Business Services Committee, it will be presented to the full Governance Board for a final vote. Again, any person who wishes to may attend the board meeting and be present for the vote.
5. After the vote, the requestor will be made aware of the final decision. The decision will be conveyed within one week of the final vote, along with the rationale for the decision. The timeframe for the entire process may take 2-3 weeks.
6. For the 2022/23 school year, questions regarding the Fund Requisition Form may be directed to Governance Board members Kraig Knorr kraigrknorr@gmail.com or see any Foster staff member of the governance board.

Foster School Fund Requisition Form



(Funding request for projects up to estimated \$800.00 value. Please see the Foster School Fund Requisition Form Instructions document above for additional details.)

Name: _____ **Group/Grade:** _____

Date Desired: _____ **Request Amount:** _____

Brief Description:

How will these funds directly impact Foster’s instructional, CSIP, or charter goals?:

Requestor’s Signature: _____

(For Official Use Only)

Date Request Received: _____

Business Services Committee:

Approved: Y / N **Approval Date:** _____ **Approval Amount:** _____

Governance Board:

Approved: Y / N **Approval Date:** _____ **Approval Amount:** _____

Governance Board Signature- President: _____ **Governance**

Board Signature - Treasurer: _____