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|  **Parents for Kids Organization** **Protocol for Monetary Request** |
|  |  |  |  |  |  |
| ***Requests should only be made for items outside what is already allocated within the*** |
| ***PFK annual operating budget. No formal request is necessary for line-item budget*** |
| ***items. If you have line-item budget questions, check with the PFK Treasurer.*** |
|  |
| **Step One** |  |  |  |
| **Submit a Written Request to the PFK President One Week Prior to the Meeting Date;**  |
| **Request Can be Typed, Written, or Sent via Email; Must Include Amount Requested,**  |
| **Rationale For Expense, What It Will Be Used For (Use back page as your template.)** |
|  |
| **Step Two** |  |  |  |
| **The PFK Executive Board Will Review All Requests One Week Prior to Monthly Meeting;**  |
| **Board Will Communicate When Request Will Become an Agenda Item** |
|  |  |  |
| **Step Three** |  |  |  |
| **Person Making The Monetary Request Will Be Given a 10 Minute Time Slot at a PFK** |
| **General Meeting to Present Request and Allow for Discussion** |
|  |
| **Step Four** |  |  |  |
| **When the 10 Minute Time Slot Expires, a Vote Will be Taken to Extend, Table, or Reach**  |
| **A Decision on the Request** |
|  |  |  |
| **Points of Interest** |  |
| **Impromptu Requests Not Following This Protocol Will Be Tabled for a Future Meeting;**  |
| **Protocol Will Be Followed By All PFK Members** |
|  |  |  |
|  |  |  |  |  |  |
|  **Please complete the back portion of this form to complete your request.** |
|  **Thank You!** |

**Willow River Area School**

**Parents for Kids**

**FUNDING REQUEST FORM**

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| **Requestor Information** |

Requestor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Willow River Area School Grade/Classroom/Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Ext. & Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Approval (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Funding Information** |

Dollar Amount Requesting: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Students to Benefit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of the Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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How will this benefit our district and/or students? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PFK Board Decision (Applicant does not fill out)** |

 Approved Rejected

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Board Member Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_