



**2019-2020 Student Experience
Request Form**

The central objective of the HGS Parent Forum at Howard Gardner MI Charter School is to directly enhance the educational experience and school spirit of its students. One way we are able to do this is by making funding available for projects and experiences which directly benefit the student population. The **Student Experience Request Form** is to be used specifically by teachers to apply for this special funding. Funds requested **must** directly benefit the students. Appropriate requests in excess of \$250.00 will be put to a membership vote at the HGS Parent Forum meeting following receipt. Requests below \$250.00 will be decided by HGS Parent Forum officers. Examples of appropriate requests include: assemblies, field trips, enrichment programs, rewards, and celebrations. Each request will be considered based on the value of student impact and the program budget available to the HGS Parent Forum at the time the request is received.

In order to have your request considered, please complete the following information:

AMOUNT REQUESTED: _____

WHAT IS THIS FUNDING TO BE USED FOR? WHO WILL BENEFIT? HOW?

DATE FUNDS NEEDED: _____

FUNDS SHOULD BY PAYABLE TO: _____

DOCUMENTATION: HGS Parent Forum will require supporting documentation for all requests. For requests that are to be made payable to a vendor, company, etc, please attach either an invoice, order form, or estimate to your request form. If this is not possible due to the nature of the request, after disbursement of the approved funds we will require a receipt reflecting the purchase be returned to HGS Parent Forum within 30 days of the expenditure. Requests made payable directly to an individual (i.e. teacher, administrator) will require documentation within 14 days. This is required in order to adhere to generally accepted accounting practices which govern the functioning of nonprofit organizations. All requests must be approved by the Principal or CEO of HGMICS prior to submission. Any unused funds are to be returned promptly and within the documentation period. Upon signing this request, you agree to these documentation requirements.

REQUESTED BY: _____ DATE: _____

HGMICS APPROVAL: _____ DATE: _____

Submissions should be delivered to the HGS Parent Forum Mailbox for collection and review.

PARENT FORUM DECISION: (circle one) Approved Denied Pending Available Funding