

**FRIENDS OF NANTUCKET PUBLIC SCHOOLS
STAFF INITIATED FUNDING**

REQUEST FOR FUNDS

Date of Request: _____ **Date of Event:** _____

What event, program or item would you like the Friends to fund?

How will this event, program, or item enhance either your classroom, curriculum, or school? How many students will this affect:

How much will this cost in total? _____

How much of this do you request the Friends to fund: _____
(Please complete page 2 of this form: Funding Request Budget Worksheet)

Requested by: _____

Home Phone: _____

Email: _____

Date Approved by Faculty: _____

Prioritized/Approved by Building Administrator: _____

(Please refer to Staff Initiated Funding Guidelines for policies and procedures.)

FUNDING REQUEST BUDGET WORKSHEET

Event, Program, Item: _____

| Travel Expenses: | Per Person | # Students | #Chaperones | Total |
|-------------------------|-------------------|-------------------|--------------------|--------------|
| Ferry Tickets | _____ | _____ | _____ | _____ |
| Plane Tickets | _____ | _____ | _____ | _____ |
| Car/Van Rental | _____ | _____ | _____ | _____ |
| Bus Rental | _____ | _____ | _____ | _____ |
| Lodging | _____ | _____ | _____ | _____ |
| Food | _____ | _____ | _____ | _____ |
| Other Expense | _____ | _____ | _____ | _____ |

Total Travel: _____

Admissions: _____

Fees: _____

Purchase Cost: _____

Supplies: _____

Shipping: _____

Other Expenses: _____

TOTAL EXPENSES: _____

| <u>Funding Resources:</u> | <u>Amount</u> |
|----------------------------------|----------------------|
| • School Budget | _____ |
| • Student/Parent Contributions | _____ |
| • Fundraising | _____ |
| • Other Sources | _____ |
| • FONPS | _____ |