

**SERRA HIGH SCHOOL FOUNDATION  
REQUEST FOR FUNDS FORM**

**NAME:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**DATE OF REQUEST:** \_\_\_\_\_ **DATE FUNDS NEEDED:** \_\_\_\_\_

**NUMBER OF STUDENTS TO BE BENEFITED:** \_\_\_\_\_

*AMOUNT REQUESTED IN ITEMIZED FORM (it is helpful to attach applicable bids, catalog pages, photos, etc.):*

_____	\$ _____
_____	\$ _____
<b>TOTAL</b>	\$ _____

**ARE FUNDS AVAILABLE FROM ANY OTHER SOURCE FOR THIS PROJECT?**

YES \_\_\_\_\_ NO \_\_\_\_\_ (if yes, please explain): \_\_\_\_\_

**ARE THESE FUNDS ALREADY COMMITTED?** YES \_\_\_\_\_ NO \_\_\_\_\_

**IS THIS TO REIMBURSE FUNDS ALREADY SPENT?** YES \_\_\_\_\_ NO \_\_\_\_\_

**HAVE FUNDS BEEN REQUESTED OR RECEIVED FOR THIS BEFORE?**

YES \_\_\_\_\_ NO \_\_\_\_\_ (if yes, please explain and indicate amount awarded): \_\_\_\_\_

**LIST SPECIFICALLY ALL FUND-RAISING PROJECTS UNDERTAKEN THIS YEAR AND AMOUNT EARNED (attach additional pages if needed):**

_____	\$ _____
_____	\$ _____
<b>TOTAL</b>	\$ _____

**ADDITIONAL COMMENTS (if any):** \_\_\_\_\_

---

**NOTE: ALL REQUESTS WILL BE CONSIDERED BY THE FOUNDATION GRANT COMMITTEE; REVIEW BY DEPARTMENT CHAIR AND PRINCIPAL ARE FOR RECOMMENDATIONS ONLY**

\*\*\*\*\*

**DEPARTMENT CHAIR COMMENTS:**

\_\_\_\_\_  
**DEPARTMENT CHAIR SIGNATURE (MANDATORY):** \_\_\_\_\_

\*\*\*\*\*

**PRINCIPAL COMMENTS:**

\_\_\_\_\_  
**PRINCIPAL SIGNATURE (MANDATORY):** \_\_\_\_\_

\*\*\*\*\*

**GRANTS WILL NOT BE CONSIDERED THAT ARE NOT SUBMITTED  
BY THE DEADLINE AND ARE NOT REVIEWED BY THE  
DEPARTMENT CHAIR AND PRINCIPAL**