***Dubuque Senior High School***

***Educational Foundation***

**Donation Request Form**

The Dubuque Senior High School Educational Foundation is committed to building and supporting educational opportunities for students at Dubuque Senior High School. We welcome donation requests to assist with such projects. To request a donation from the Educational Foundation to support an event, activity or project you wish to have funded, please complete the information below and submit to your Content Leader. Be as specific as possible. You may also attach any additional information that may be relevant to your request.

Events, activities or projects, for which funds are being requested, must align with the mission of the Dubuque Senior High School Educational Foundation and are subject to review before approval. It is therefore important to submit requests well in advance of the anticipated start date. Please note that Educational Foundation donations are intended to supplement regular classroom teaching. Thus, materials that are essential to regular classroom activities, should be provided with District or Building funds.

**DUBUQUE SENIOR HIGH SCHOOL EDUCATIONAL FOUNDATION DONATION REQUEST GUIDELINES**

* Dubuque Senior High School Educational Foundation funds cannot be used to pay for staff time.
* All equipment purchased with approved funds shall become the property of Dubuque Senior High School.
* Dubuque Senior High School Educational Foundation donations may only be used to support the event, activity or project described in the request and for related expenses outlined in the itemized budget. Any changes to the content or items being purchased must be approved by the Educational Foundation.
* The Dubuque Senior High School Educational Foundation funds will be provided upon submission of receipts and/or invoices to the Educational Foundation.
* The event, activity or project must be completed by the date or within the timeline provided on the request form. If the date or timeline changes, the Educational Foundation should be notified.
* At the completion of the event, activity or project, photos and a follow-up email shall be provided to the Dubuque Senior High School Educational Foundation by the person in charge.

Today's date:

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Organization requesting donation:

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Person in charge of event/activity:

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Email/phone contact information:

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Date of event/activity:

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Is this a yearly or reoccurring event/activity? If so, please provide information.

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Please give a description of the event/activity:

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How many students will be served/impacted by your event/activity?

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Itemized cost of the event/activity:

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How much of a donation are you requesting from the Educational Foundation? Please provide an itemized budget for your event, activity or project.

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Why are you requesting a donation from the Educational Foundation?

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Have you asked for funding from your department, other organizations or fundraisers? Please give specifics about other funding you have requested, received, or raised.

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How will your event/activity be impacted if you do not receive funding from the Educational Foundation?

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Any other information you would like the Educational Foundation to consider about your request:

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Signature:\_\_ Signature:\_\_

 Teacher/group moderator Content Leader

Signature:\_\_

 Principal
*Once you have your request approved by your* ***content leader and principal****, please email the completed form to Cassie McDonald.*