

# **St. Thomas More Home and School Association**

## **Funding Request Application**

### **2013-2014**

Any STM School staff member, family member or student may request funding for a particular program, enrichment project or other educationally related idea. The HSA Board will review requests at our monthly meeting to select awardees as funds are available. Funding request applications are due by the 3<sup>rd</sup> of each month for review at our regular Board Meetings.

Applicants may (with prior approval from the HSA President) be placed on the agenda if they wish to make a verbal presentation to the Board along with their paperwork request. Feel free to attach additional information to the application that may be helpful in the decision making process. Please leave all completed requests in the HSA President's box in Beth Ferrel's office.

Also note, while all requests are worthwhile, the STM-HSA will only be able to provide funding to requests that are in line with the goals and the mission of the HSA and, if resources are currently available. Because they are not automatically renewed, requests for funding of ongoing programs must be submitted on an annual basis to the HSA Board for review. If funding is granted, it does not mean that a precedent has been set and that funds will be awarded for similar requests in the future. In addition, note that the HSA may choose to fully fund a request, partially fund a request, or not fund a request at all.

Requesters will be notified of the Board's decision as soon as one is reached. Approved funding will be provided directly to vendors with an original invoice or as a reimbursement as long as original receipts are provided. STM Staff using the school credit card to make purchases must ensure that the credit card expenses do not exceed the approved amount as only the approved amount will be paid from HSA funds.

Finally, please note that all materials purchased with HSA funds are considered property of St. Thomas More School or the St. Thomas More Home and School Association and must remain at the school if the requester should ever leave the school.

Thank you for your support in providing enriching and exciting programs for St. Thomas More School Students!