



## 2010/11 Funding Allocation Request Form (FARF)

Please scan & email Principal-approved (needs signature) FARF to: sharirodenberger@sbcglobal.net, OR FAX to: 408-723-9428, OR mail to: Shari Rodenberger, 2449 Shibley Ave., San Jose, CA 95125.

See FARF process on reverse for more details.

Requestor name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Title: \_\_\_\_\_ Amount requested: \_\_\_\_\_  
 Requestor phone #: \_\_\_\_\_ Date funds needed: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is this a one-time allocation request? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If you marked 'no' above, please answer the next two questions:  
 What is the amount of annual ongoing support being requested? \_\_\_\_\_  
 What future source(s) of funding do you have access to? \_\_\_\_\_

Please explain in detail how the funds will be used: (Feel free to attach additional sheets if necessary.)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

How will this allocation help Willow Glen students achieve academic excellence or cultural enrichment?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please explain in detail how funding/payment should occur: 1) Reimburse school after purchase is made. Note: Please try to avoid purchasing items on a personal VISA/MC. School receipts/invoices are required for processing by Treasurer Or 2) Ask Foundation to purchase directly. Note: Vendor details needed to make purchase.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Approvals:** \_\_\_\_\_  
 Principal Date

=====  
(Please do not write below this line)

\_\_\_\_\_ Date \_\_\_\_\_ Date  
 Allocations Chair Foundation President

Reviewed with Allocations Committee: \_\_\_\_\_ Board recommendation/vote: \_\_\_\_\_ Amount funded: \_\_\_\_\_

## ***Superior Programs and Academic Excellence in Willow Glen***

Thank you for your time and efforts to submit this request!

The Foundation's mission is to develop resources and fund programs that inspire, promote and support the academic achievement and cultural enrichment of all students. We want Willow Glen Middle and High School to be as good as they can be!

This year we are raising and spending money under the banner of enhancing the schools' "**Climate, Culture and Classrooms**". We welcome any funding requests that fit within this mandate. Think BIG, because we plan to spend \$100,000 at Willow Glen Middle and High this year! We encourage you to submit requests as a department and/or that benefit as many students as possible.

Through the allocations process the Foundation is able to directly support programs and provide materials that strengthen the academic experience at the middle school and high school. Please review the process below to ensure that your request receives prompt consideration.

Again, thank you for your interest!

*Barbara Bremner, President*

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### ***Funding Allocation Request Form (FARF) Process***

All FARFs must be approved (signed) by the Principal **prior** to submittal to the Foundation.

- 1) **Please submit your Principal approved FARF by the 20<sup>th</sup> of each month!** This gives the Allocations Committee time to contact you to receive additional information if needed in order to make a full recommendation to the Foundation Board.
- 2) After the Allocations Chair has presented your request at the next board meeting (held the 1<sup>st</sup> Wednesday of each month), a vote will be taken and you will be contacted regarding the status.
- 3) Payment of approved FARFS: If ordering directly, please submit school receipts/invoices directly to the Foundation treasurer Sara Kelley for reimbursement. (Scan & email to: [sarak@jyac.com](mailto:sarak@jyac.com) or mail to: Sara Kelley, WG Foundation, PO Box 8096, San Jose, CA 95155-8096). If purchasing through the school is not possible, please let the Allocations Coordinator know and the Treasurer will be consulted for direct purchasing and payment of the item(s) by the Foundation.

**Questions?** Please contact:

- High School Allocations Coordinator and Committee Chair, Shari Rodenberger at 723-9428 / [sharirodenberger@sbcglobal.net](mailto:sharirodenberger@sbcglobal.net) , or
- Middle School Allocations Coordinator, Sue Lipsey at 266-3467 / [slipsey1@sbcglobal.net](mailto:slipsey1@sbcglobal.net)