2024-2025
Allocation Request Form

wged
Willow Glen Education Foundation

Mission: To develop resources and fund programs that inspire, promote, and support the academic achievement and cultural enrichment of all students.

Please submit this approved Allocation Request Form electronically (preferred) with any questions to:
WGHS Teacher and Principal Requests: WGHSrequests@willowglenfoundation.org
WGMS Teacher and Principal Requests: WGMSrequests@willowglenfoundation.org

Allocation Request Number (assigned by Foundation): _____   **Please select School   WGHS ☐ WGMS ☐**

Donor Funded: ☐

SJUSD: ☐   WG Performing Arts Boosters: ☐   WG Athletic Boosters: ☐

Mission Statement Categories (Please select from the following categories):

☐ Technology   ☐ Literacy   ☐ Science/Consumables   ☐ Math Support   ☐ Computer Science/Robotics

☐ Art   ☐ Academic Support   ☐ Other, please explain: _____

Allocation Request Forms are available at **https://www.willowglenfoundation.org/mission-vision/funding-allocations/**

PLEASE SUBMIT ALL ALLOCATION REQUESTS ONE WEEK PRIOR TO THE WGEF MONTHLY MEETINGS.
(Meeting calendar is on page 2 of this form)

Name of Requestor: _____ Title: _____

Date funds needed:_____ Email:_____ Phone: _____

Mailing address (offsite reimbursement): _____

Funding Method

☐ Purchase item requestor name, WGMS or WGHS. *Place receipts w/ AR# in Foundation mailbox.*

☐ Foundation to purchase directly – *attach vendor quote with shipping and sales tax.*

PLEASE ATTACH THIRD PARTY QUOTE OR INVOICE/RECEIPTS AND COMPLETE THE FOLLOWING.

Budget Information	*Dollar Amount*
Project Cost	$
Tax	$
Shipping Cost	$
Total Project Cost	$

PROJECT DESCRIPTION: Briefly describe the project. You may create your own document and attach it to this request.

Briefly describe the project.

Describe how the funds requested will be used.

How does this project enhance the educational experience for students?
Number of students impacted- _____
Number of classrooms impacted- _____

Principal Approval: _____   _____

Principal or AP (electronic acceptable)   Date

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(Please do not write below this line)

_____   _____ AR No.: _____

Allocations/Program Chair   Foundation President

Date Approved: _____   Amount Approved: _____Check No.:_____

WGEF Meeting Calendar 2024-2025
- Wednesday, August 7   Welcome Back! 6pm – 8pm – WGHS library
- Wednesday, September 4   6pm – 8pm – WGHS library
- Wednesday, October 9   6pm – 8pm – WGHS library
- Wednesday, November 6   6pm – 8pm – WGHS library
- Wednesday, December 4   6pm – 8pm – WGHS library
- Wednesday, January 8   6pm – 8pm – WGHS library
- Wednesday, February 5   6pm – 8pm – WGHS library
- Wednesday, March 5   6pm – 8pm – WGHS library
- Wednesday, April 2   6pm – 8pm – WGHS library
- Wednesday, May 7   6pm – 8pm – end of the year celebration (off-site