**REQUEST FORMS AND PROCEDURES FOR P&C FUNDING**

**Purpose**

This policy is for teachers, staff, students and parents from Wynnum West State School (WWSS) who would like to request assistance, consultation and/or funding from the school’s Parents and Citizens Association (P&C) for projects and events that will benefit the students of WWSS.

**Proposals**

Assistance/Funding Proposals can be submitted to the WWSS P&C and the following procedure should be followed:

1. Proposals for assistance/funding may be made by teachers, staff, students and parents.
2. The Assistance/Funding Proposal should be filled out and submitted prior to the monthly P&C meeting (currently held on the second Wednesday of each month of every school term).
3. Assistance/Funding Proposals can be addressed to “the Secretary” and submitted electronically to or by hard copy to the P&C mailbox.

**Approvals**

1. Assistance/Funding Approvals will be decided at the P&C Association meeting as well as determining the amount requested or a percentage of the amount requested.
2. The Request applicant will be notified of the approval and the amount of funding and/or level of assistance in writing (email/letter).
3. Any funding amount will be provided not later than 2 weeks before the event, or by the dates required for deposits and or preparation.

**Wynnum West State School P&C Association**

**ASSISTANCE REQUEST FORM**

This Assistance Request Form must be completed when requesting assistance and/or consultation from WWSS P & C. Please attach any supporting documentation that will be helpful for the process.

1. **What is the proposed project?**
2. **Why is it important to Wynnum West State School?**
3. **How will it achieve the school’s objectives?**
4. **Does it align with the P&C’s stated priorities for the year?**
5. **Has this request had any consultation with the principal and school administration?**
6. **Breakdown of Funds Required**

|  |  |  |
| --- | --- | --- |
| **ITEM** | **AMOUNT** | **QUOTE attached** |
| Equipment (Processing and handling fee for samples) |  |  |
| Supplies and materials |  |  |
| Services (Freight) |  |  |
| Wages/Income |  |  |
| Other Sources of funding contributed to project |  |  |
| Total funds required for project completion |  |  |
| **Total Funds requested from P&C** |  |  |

1. **When will the funds be expended?**
2. **Who will undertake the work as project manager required to complete the submission and be the main contact for the P&C?**
3. **Has the project/initiative received the support from the WWSS principal?**
4. **Does the project require continuous maintenance, assembly or post project attention. If so, who will be responsible?**

MOTION

Accepted or Denied

P&C SECRETARY USE

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Motion was Accepted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Entered in P&C Register: