

2011/12 GENERAL Application for KHASA Funds
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In order for funding requests to be **approved** at the KHASA Executive meeting – all funding requests must be in the **Wednesday prior to the Executive Meeting**. Calendar provided for easy reference.

Last Date for Funding Request Submission	Oct 12 th	Nov 9 th	Dec 7 th	Jan 11 th	Feb 8 th	Mar 7 th	Apr 11 th
Executive Meeting Dates (must attend for requests over \$200)	Oct 13 th	Nov 10 th	Dec 8 th	Jan 12 th	Feb 9 th	Mar 8 th	Apr 12 th
General Meeting* Dates (must attend for requests over \$500)	Oct 20 th	Nov 17 th Education Night	Dec 15 th Movie Night	Jan 19 th	Feb 16 th	Mar 15 th Education Night	Apr 19 th

Late submissions cannot be considered until the following month.

FUNDING REQUESTS WILL NOT BE CONSIDERED AFTER April 12th, 2012

Name: _____ Email: _____ Phone: _____

Position: _____ (i.e. Fundraising Chair, Greening Committee or staff)

Date of Project: _____ # of Students that will benefit from the project _____

Total Dollar Amount Requested \$ _____ (must include all taxes and fees)

Description of Project (attach a separate proposal if needed): _____

How will the project benefit or engage the students and/or Keating Community at large?

How does this project meet the Keating School goals and the purposes of KHASA (see reverse)

Applicant's Signature: _____ Date: _____

This proposal has been reviewed by Administration (Principal or Vice Principal) and will be supported by the School Administration.

Signature of Administrator _____ Date: _____

This section to be completed by KHASA Secretary

Date: _____ Approved YES NO Amount approved \$ _____

Expiry date: _____ President/VP Signature _____

Additional Notes (if required): _____

KHASA Secretary to provide copy to person making request and the following:

_____ Treasurer _____ Accounts Clerk in office _____ KHASA Minute Binder

KHASA Funding Guidelines

1. Requests for funds must be made prior to start of the project.
 - all requests must be voted on at either a KHASA General Meeting or Executive meeting
 - Funding will not be considered after the fact
2. A complete breakdown of anticipated expenditures must be included in the request.
3. Any request **over \$200.00**, requires the presence of the teacher, staff member, or parent making the request, to present the Funding Request at the Executive Meeting. Recommendations made at the Executive Meeting, voted on at General.
4. Any request **over \$500.00** requires the presence of the teacher, staff member, or parent making the request, to present the Funding Request at the Executive Meeting and the General Meeting. Recommendations made at the Executive Meeting, voted on at General.
5. All requests must be submitted to school administration for review. Requests without administrative support will not be considered.

Please remember that approval is not guaranteed. All expenditures are voted on by the executive membership and depend on many factors including KHASA's financial situation at the time the request is made. For our budgeting purposes we suggest that you make your request as early in the school year as possible.

The purpose of KHASA is to (as written in the Constitution):

- a) To promote the free exchange of ideas among parents, school administrators, staff, students and the School Board with respect to school programs, policies and philosophies, and the evaluation of same
- b) To provide the principal and staff with the opportunity to consult those who are affected by the decisions they make
- c) To provide leadership in the school community, and to contribute to a sense of community between the school, home, and neighbourhood
- d) To encourage parent involvement in the school and to support programs and activities for students and/or parents, including issues of interest, social functions and fundraising