

**2011/12 Application for KHASA Funds
Field Trips or In-Class Presentations**

In order for funding requests to be approved at the KHASA Executive Meeting, all funding requests must be received by the following dates:

October 12th November 9th December 7th January 11th
February 8th March 7th Apr 11th

Note: Late submissions will not be considered until the following month and remember funding must be approved PRIOR to the field trip or presentation

*****ALL FUNDING REQUESTS FOR THE 2011/12 SCHOOL YEAR
MUST BE SUBMITTED BY APRIL 11th*****

Name: _____ Division # _____ Email: _____

Date of Fieldtrip or Presentation: _____ Total Dollar Amount Requested \$ _____
(must include all taxes and fees)

Students in Class _____ amount/student \$ _____ Taxes (GST&PST) \$ _____

Description of Field Trip or Presentation (please attach any supporting information such as brochures, ticket order form, etc)

How does this field trip or presentation enhance your class' curriculum?

Submitters Signature: _____ Date: _____

This section to be completed by Keating Administration prior to submission to KHASA
Curriculum based? _____ Meets district safety policies? _____

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 a copy to person making request and the following:

_____Accounts Clerk in office

_____Treasurer

_____Original to KHASA Minute Binder

KHASA Funding Guidelines

1. KHASA will only consider funding the program portion of a field trip or classroom presentation for the students and teacher(s). Parent participant fees and parking fees will not be considered.
2. The field trip or presentation must be curriculum based, age appropriate, and meet District Safety Guidelines. A description of how the trip or activity fits into the curriculum is necessary.
3. Funding Requests will not be considered after the field trip or presentation. All requests must be made prior to.
4. A breakdown of expenditures must be included in the request. (Per student cost, tax, etc.)
5. Any fieldtrip using fieldtrip/activity allowance is Approved or Denied at the Executive Meeting and an overview is given at the General Meeting as to the decision.
6. All requests must be submitted to school administration for approval. Requests without administrative consent will not be considered by KHASA.
7. Where field trip costs are shared between 2 or more classrooms, costs will be prorated according to the number of students per classroom.

Please remember that approval is not guaranteed. For our bookkeeping purposes we suggest that you make your request as early in the school year as possible.

For 2011/12:

- Funding is limited to those amounts approved in the 2011/12 KHASA budget approved by the General Membership in May 2011.
- Field trip/activity allowance has remained the same at \$15/student provided that KHASA receives the full gaming grant of \$20/student. If full gaming funds are not received, Field trip/activity allowance will be reduced to \$10/student.
- Classroom allotments remain unchanged at \$150 for each enrolling teacher and non-enrolling program.

IMPORTANT NOTE: All funding requests are subject to approval and based on projected revenue being attained i.e. grants. KHASA reserves the right to amend its budget at any time throughout the fiscal year.

NOTE: Funds that have not been requested by April 12th, 2012 will lapse and will no longer be available for distribution.