

REQUEST FOR SAC SCHOOL IMPROVEMENT FUNDS

Departments and Staff Members

****PLEASE SUBMIT REQUEST TO SAC MAILBOX OR EMAIL BUDGET COMMITTEE CHAIR****

THE SCHOOL IMPROVEMENT PLAN (SIP) FOR SY2023 EMPHASIZES THE FOLLOWING:

Increase ELA proficiency (p.26) and improve school culture and environment (p.27)

Please fill in the following as completely as possible as this information will be used to judge the merits of your request. Funds are limited and requests will be reviewed in the order received. See reverse for more details.

DATE: _____ **NAME:** _____ **DEPT.** _____

REQUEST: *(attach brochure, flyer, or other information if applicable)*

Total uncommitted **Department** dollars available at the time of this request

(e.g., supply allocations/student fees/AP funds...) \$ _____

List other possible sources of funding for this request (e.g., student fees, grants, etc.) _____

A. DOLLAR AMOUNT REQUESTED (please itemize; do not include membership dues):

B. PURPOSE:

C. IDENTIFY RELEVANT SECTION OF SIP AND HOW REQUEST RELATES TO SCHOOL IMPROVEMENT (SIP) GOALS/TARGETS (use attachment if necessary):

D. WHO AND HOW MANY WILL BENEFIT: _____

SAC Budget Committee Notations:

Date Approved by SAC _____ Amount Approved: \$ _____ Follow Up Required? _____

Follow up from recipient on (date) _____ comments: _____

Accounting Department Notations: Date Approved Spending Request Processed: _____

Amount Spent: \$ _____ Contact Name: _____

Accounting – Please return this form to SAC Budget Committee to confirm spending

****GUIDELINES FOR REVIEW OF SAC BUDGET REQUESTS****

PROCESS:

1. Fill out the “*Request for SAC School Improvements Funds*” form. **Requests must be aligned with the School Improvement Plan.**
2. Email a copy of the form to the SAC Budget Committee Chair, Dr. Ryan Benjamin, at ryan.benjamin@palmbeachschools.org at least two weeks prior to the SAC meeting.
3. The SAC Budget Committee will meet and review the request and suggest edits if necessary. You will need to attend the SAC Budget Committee meeting to answer any questions that may arise.
4. A final version of the request with any required edits must be submitted to the Chair of the Budget Committee at least one week prior to the SAC meeting when you would like to present your request.
5. Present your request to the convened SAC at the time assigned in the SAC meeting agenda.
6. SAC reserves the right to deny or partially fund your request.
7. If/when your request is approved, you may be required to provide a follow-up report at a future SAC meeting.
8. Approved funding will be distributed only after the minutes from the meeting when you presented your request have been reviewed and approved by the SAC in the following SAC meeting. Therefore, **access to approved funds will take at least 30 days.**
9. After the approval of the minutes is complete, you may contact Shelia Townsend at shelia.townsend@palmbeachschools.org to request disbursement of the approved funds.

RESTRICTIONS:

- **All requests for SAC funds must be aligned with the School Improvement Plan**
- The current SIP is available at the SAC Website:
https://brhs.palmbeachschools.org/school_info/school_advisory_council_sac_
- Requests for more than \$4,000 will be eligible for up to and including 50% of the total cost of the item(s) funded with a maximum amount of 12.5% of the total yearly budget of the SAC which is \$2,975 for 2021-2022 school year.
- SAC will not provide funds for promotional clothing for sports teams or clubs.

- A dollar amount must always be specified on the budget request form.
- Each request must not exceed \$200 per student.