



CHAPTS TEACHER/STAFF FUNDING REQUEST GUIDELINES

1. The CHAPTS teacher/staff Funding Request Form and Budget Worksheet:
 - a. Can be found online at www.chapts.org and in the Blank Funding Request Forms slot by the CHAPTS mailboxes in the Chaparral mailroom.
 - b. Please return the completed form signed by the department chair, to Kathy Murray for review, approval and signature of the Principal. She will place in it the CHAPTS funding mailbox.
 - c. The signed request must be received by the Funding Committee by the deadline before the Executive Directors' meeting. Funding Committee deadlines are listed at www.chapts.org and are posted in the Chaparral mailroom.
 - d. If you are requesting that the treasurer send a check or have CHAPTS order the materials via the internet, please provide the contact information on the Teacher/Staff Funding Request Form.
 - e. Even if you wish to send the check and order form to the vendor, rather than CHAPTS, please complete the vendor's name and address on the Funding Request Form.
2. When reviewing requests, the Funding Committee does consider the number of students benefitting from the purchase.
3. Requests:
 - a. Should be for educational purposes only
 - b. Not a contribution to a fundraiser
 - c. Not qualify for Tax Credit funds.
4. The request can be presented personally (optional) at a Board of Directors meeting and should be noted on the request form along with an approximate amount of time needed for your presentation.
5. All unused money will be returned to CHAPTS.

If you have any questions, please contact the vice president of the funding committee at vpfunding@chapts.org

CHAPTS TEACHER/STAFF FUNDING REQUEST FORM

Questions? Contact CHAPTS Funding Vice President at vpfunding@chaps.org

BUDGET WORKSHEET REQUIRED FOR REQUEST TO BE CONSIDERED. Please print legibly.

Department: _____ Date: _____

Request: _____

Reason for request and when needed: _____

Approximately how many students will benefit from this request? _____

Other funding resources? _____

If the request is approved:

_____ I will purchase the item(s) either locally, by mail order or online and will submit all receipts for reimbursement.

_____ I will complete the order form (attached) for payment by CHAPTS' check directly to the vendor (info below). I have included the CHAPTS Teacher/Staff Check Request Form.

_____ I request that CHAPTS purchase the items online or by telephone from the vendor. Refer to the budget worksheet for specific item numbers and descriptions.

Vendor Web address

Vendor phone number

Vendor Name:

Vendor Address:

Requestors Contact Information:

Name: _____ Email: _____

Planning Period: _____ CHS phone ext. _____. Home/Cell: _____

Dept. Chair Signature

Date

Principal's Signature

Date

Funding Committee remarks:

Recommended

Not Recommended

Deferred

Board Action: Approved

Rejected

Deferred

CHAPTS BUDGET WORKSHEET

Required attachment to Teacher/Staff Funding Request Form

Department: _____ Date: _____

Request: _____

Please list each item and associated costs for the request. Continue on back if necessary.

<u>Item</u>	<u>Price/Item</u>	<u>Total</u>
1.		
2.		
3.		
4.		
5.		
6.		
	Tax	
	Shipping	
	Total Cost requested	

An accurate total is required to avoid delaying/repeating the funding request process.

Request submitted by: _____
Print Name Signature

Comments or additional information:

Contact vice president of funding at vpfunding@chaps.org with any questions.