

MQP Home & School Funding Request Process 2018/2019 School Year

In order to enhance the learning environment for our students, the MQP Home & School Board (H&S) allocates funds for requests from MQP staff, H&S committee chairs and parents of school students.

Anyone interested in requesting funds from the MQP Home & School Board should first assess their needs, complete the form below and then submit it to the appropriate contact person for primary approval.

- Requests from school staff must be approved by the principal
- Requests from H&S committee chairs must be approved by H&S Treasurer

Once a request has received primary approval, it may be forwarded to the H&S Secretary (Jill Wittgen) for review at the next H&S meeting. Requests will be discussed and notification of funding will be made shortly after the H&S meeting. (Due to fewer H&S meetings this school year, it may be necessary to take an email vote of members for approval. Please note if your request has a deadline.) All items purchased with this grant money become the property of MQP.

Funded applicants are asked to work with the MQP school or parish office to make all applicable purchases, including use of SHOP cards and the tax-exempt form where possible. Any funds that have not been used by May 9, 2019 will no longer be available and a new grant request will need to be submitted for the 2019/2020 school year.

Questions concerning this process may be directed to the H&S President (Aimée Bergan) or H&S Treasurer (Molly Kelly).

MQP Home & School Funding Request Form

Requester's Name: _____

- | | |
|---|---|
| <input type="checkbox"/> Staff member- School (Grade:) | <input type="checkbox"/> Staff member- Parish |
| <input type="checkbox"/> H&S member- committee chair | <input type="checkbox"/> Parent |

Description of Request: Please describe what is requested, who it will benefit, the estimated number of children impacted and the cost. Please attach catalog pages, online descriptions or other materials that describe specific items. Your total cost should include shipping/handling charges, tax, etc.

Please note that any requests for more than \$1000 require three (3) different bids to ensure that we obtain the best possible pricing.

Principal's Approval : _____ Date: _____

H&S Approval: _____ Date: _____