

Student Council Funding Process

1. A funding request can be found on the website under the treasury tab. Fill out a funding request form and turn it into the office. The form will be collected by our vice president and turned into the treasurer.
2. Student Council Officers and our advisors will discuss the funding request, and decide whether to bring it up at the homeroom rep. meeting the following week.
3. If we decide to bring it up at the meeting, we will approve that week through a vote. If it is passed, it will be added to the budget. We may not necessarily fulfill the entire requested amount of money, but we will do our best.
4. Most likely the same day, whoever submitted a form will receive an email on whether their funds were approved or not, and the final amount.

How to fill out a reimbursement form

1. Reimbursement forms are available at the office, and on the student council website. Make sure you get the correct form-the student form has more information and is more detailed. They are specifically titled on the student council website.
2. Fill out the form-
 - a. Staff Form
 - i. Date-Current Date
 - ii. Write check to-Name of person (Ex: Jacob Headley)
 - iii. For-What was it for? (Ex: Student Council (Back to school bash)
 - iv. In the amount of-How much money was spent? Make sure to stay under your budget! (Ex: \$5)
 - v. Authorized by-
 1. Student Body Treasurer
 2. Faculty Advisor
 3. Principle
 4. Turn it into the student council box in the office (We will pick it up as soon as possible)
 - vi. Attach the receipt to a sheet of BLANK paper with tape, stapled to the reimbursement form.
 - b. Student Form
 - i. Student Name-Name (Ex: John Bob)
 - ii. Teacher-Teacher's name (Ex: Headley)
 - iii. Organization-Organization (Ex: Student Council)
 - iv. Date (Current)-Date (Ex: 10/21/13)
 - v. Parent's name (write check to): Parent's name (Ex: Patrick Bob)
 - vi. Address: Address, city, and state (Ex: 1234 Main Street, Rainbow City, CA)
 - vii. Activity Account name-Name of the specific organization, activity, etc. (Ex:Glow dance 2.0)
 - viii. In the amount of \$-Amount of money used (Ex: \$5)
 - ix. What it was used for-Use (PMT, Fried Chicken)

- x. Authorized by:
 - 1. Student Body Treasurer
 - 2. Faculty Advisor,
 - 3. Principle
 - 4. Turn it into the student council box in the office (We will collect it as soon as possible and sign it.)
- xi. Attach the receipt to a sheet of BLANK paper with tape, stapled to the reimbursement form.